IDAHO KPS PREVENTION

USER MANUAL

VERSION 1.0.0
August 2014

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INTRODUCTION

KPS will support the goals to develop and implement processes, practices, standards and tools that will enable collection of meaningful outcomes measures from all funded alcohol and other drug prevention programs.

KPS will satisfy the federal Strategic Prevention Framework (SPF) model for prevention data collection requirements as it is finalized by the Substance Abuse and Mental Health Services Administration. The SPF uses a five step model which includes Assessment, Capacity, Planning, Implementation and Evaluation. During the Assessment and Planning phases, problem statements, goals and objectives are created and providers are assigned to specific objectives. During the Implementation phase, the services, activities and community/environmental prevention initiatives aimed at accomplishing the goals and objectives are tracked. Lastly, the progress of the goals and the outcomes of the programs are evaluated.

In addition to satisfying federal reporting needs, the information collected via KPS can strategically be used by counties to enhance their prevention efforts.

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TIPS FOR USING THE SERVICE EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 x 768 pixels or larger. If your screen resolution is smaller (ex. 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, then you will have to scroll more both up & down and left & right to access all the data fields.

Pop-Up Blockers

Modern computer security technology and usability features development have led to pop-up blocking. Although this new feature of Internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like KPS require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that KPS may not function or appear properly. You should either disable the pop-up blocker while using KPS (while remembering to enable it, if desired, when not using KPS) or create exceptions for the pop-up blocker. Although enabling and disabling the pop-up blocker may be cumbersome, it may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your internet browser window. If using Internet Explorer, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If your "Block pop-ups" checkbox is checked, then click on the "Settings" button to allow for exceptions. If using Mozilla Firefox, click the top toolbar option "Tools" and then go to "Options". After the Options window is available, you will want to click on the "Content" tab at the top of the window. If your "Block Popup Windows" is checked, click the "Allowed Sites" button to the right to allow for exceptions.

You can now add the KPS links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from KPS. You will want to add "https://KPS.kithost.net" for the live system. Once these sites are added to your "Allowed Sites" list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using KPS.

*Note: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer versions.

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System Navigating

The APPLICATION is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

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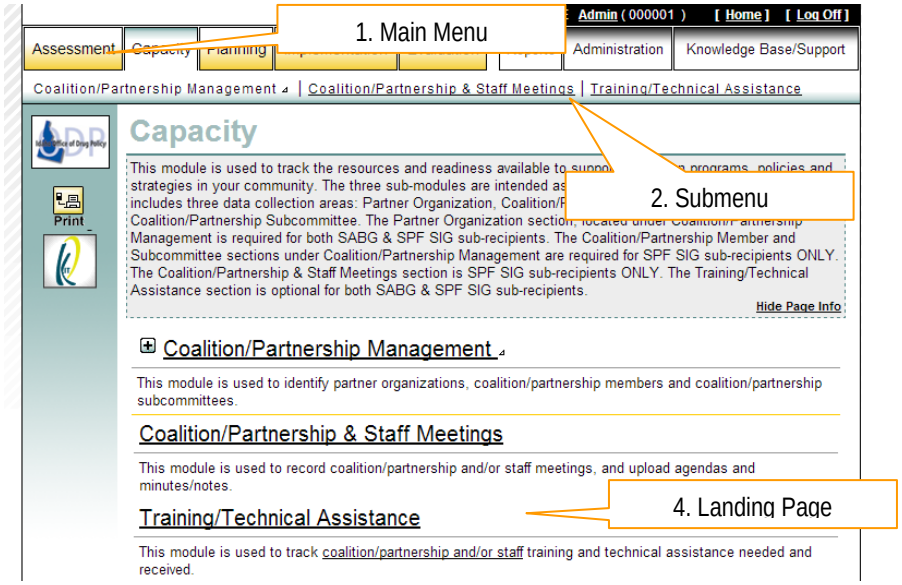
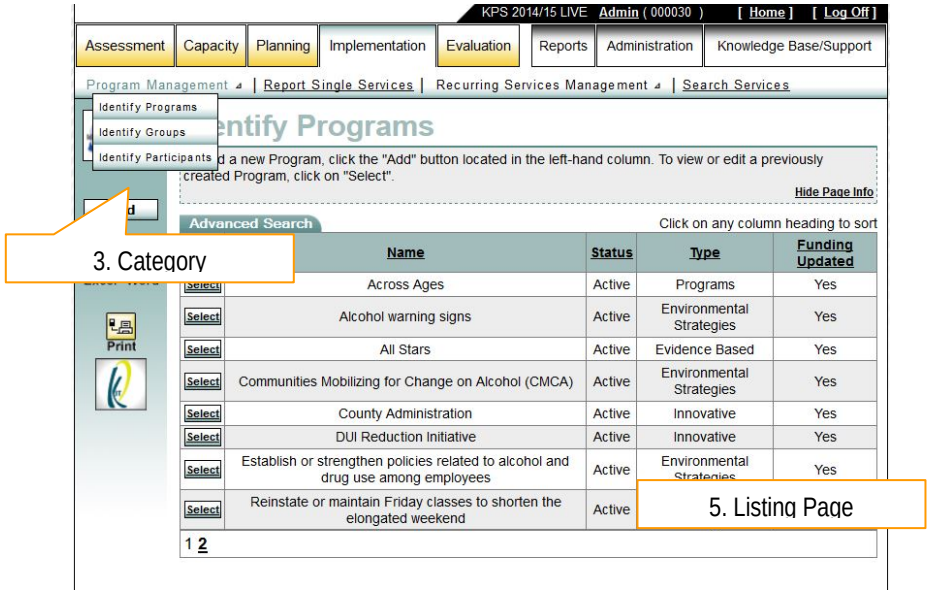
Menu Information

The menu for the service is located across the top of the screen. Each Main Menu category is broken down into Submenu categories to choose from and some Submenu categories may have a Category list to choose from (see Submenu category, Capacity Management, for an example).

1. Main Menu — Constant (unchanging)
2. Submenu — Vary depending on which Menu item is selected.
3. Category — Vary depending on which Submenu item is selected.
4. Landing Page — Varies depending on which Main Menu category is selected. Displays the Submenu Categories.
5. Listing Page — Varies depending on which Submenu Category is selected.


1. Main Menu
Admin (000001) [Home] [Log Off]
Assessment
Administration
Knowledge Base/Support
Coalition/Partnership Management | Coalition/Partnership & Staff Meetings | Training/Technical Assistance
Capacity
2. Submenu
Print
Hide Page Info
Coalition/Partnership Management
This module is used to identify partner organizations, coalition/partnership members and coalition/partnership subcommittees.
Coalition/Partnership & Staff Meetings
This module is used to record coalition/partnership and/or staff meetings, and upload agendas and minutes/notes.
Training/Technical Assistance
This module is used to track coalition/partnership and/or staff training and technical assistance needed and received.
4. Landing Page

(This is a screenshot displaying a Landing Page.)



(This is a screenshot displaying a Listing Page.)

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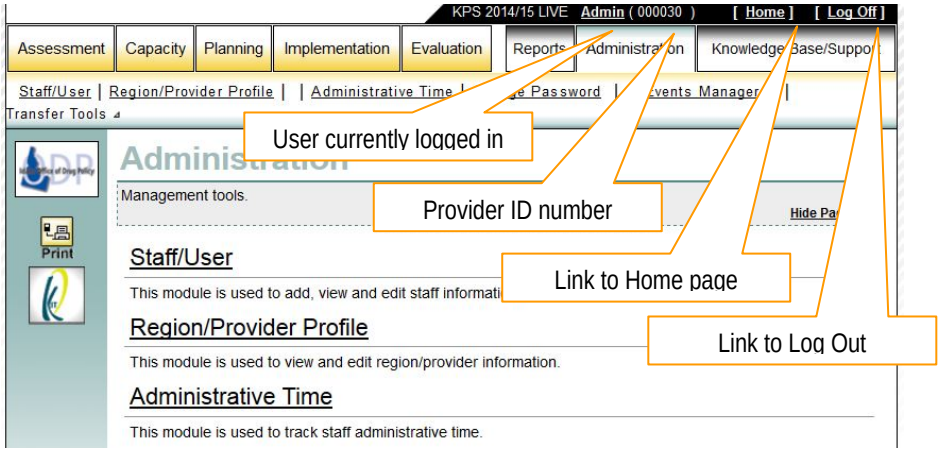
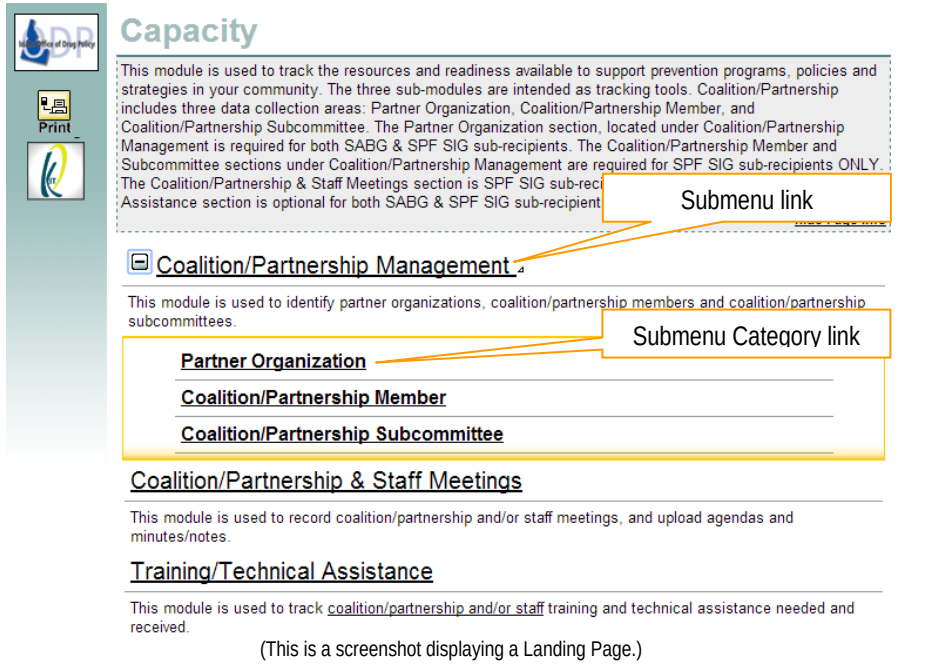
The top of the menu provides links to the Home (Home) page and to Logout (Log Out) of the Service. The **Provider ID number** is listed as well as the user currently logged into the KIT Prevention Service.




Capacity
This module is used to track the resources and readiness available to support prevention programs, policies and strategies in your community. The three sub-modules are intended as tracking tools. Coalition/Partnership includes three data collection areas: Partner Organization, Coalition/Partnership Member, and Coalition/Partnership Subcommittee. The Partner Organization section, located under Coalition/Partnership Management is required for both SABG & SPF SIG sub-recipients. The Coalition/Partnership Member and Subcommittee sections under Coalition/Partnership Management are required for SPF SIG sub-recipients ONLY. The Coalition/Partnership & Staff Meetings section is SPF SIG sub-reci
Assistance section is optional for both SABG & SPF SIG sub-recipient
Submenu link
Print
Coalition/Partnership Management
This module is used to identify partner organizations, coalition/partnership members and coalition/partnership subcommittees.
Submenu Category link
Partner Organization
Coalition/Partnership Member
Coalition/Partnership Subcommittee
Coalition/Partnership & Staff Meetings
This module is used to record coalition/partnership and/or staff meetings, and upload agendas and minutes/notes.
Training/Technical Assistance
This module is used to track coalition/partnership and/or staff training and technical assistance needed and received.

(This is a screenshot displaying a Landing Page.)

Landing Pages

When first entering a module you may see a list of the entire categories associated with that module. This is called a "Landing Page". The Landing Page of a module provides a description of what can be done in that module as well as listing each category as a link to the Listing Page and entry forms. (For more information on the Listing Pages, see the Listing Pages section.) No data is entered on the Landing Page.

To open a category:

- Click on the Landing Page Submenu Category link.

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Listing Pages

After selecting a category from the Landing Page you will see the "Listing Page". When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

- When viewing a Listing Page, all of the data is available for Searching. (See the Advanced Search section for more details on searching.)

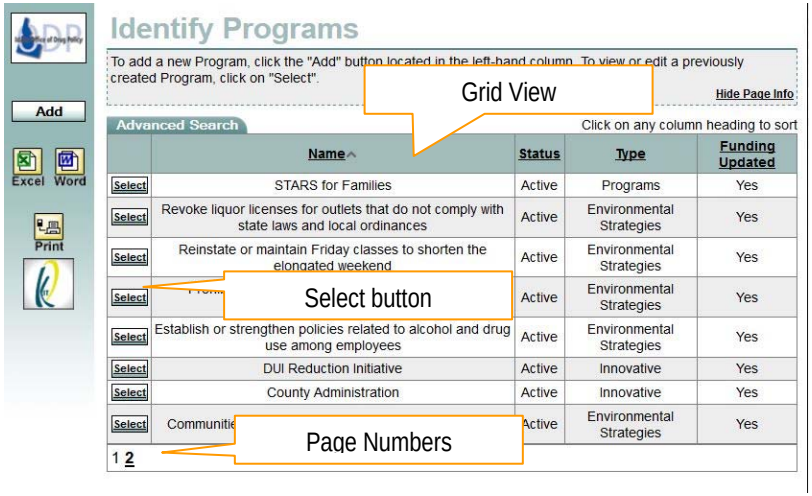
There are two types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Form View

Grid View:

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form.

- When first viewing a Listing Page, all of the data is available for Searching. Click the Select (Select) link to the left of the data you would like to edit/view.
- You will be taken to the entry/edit screen. This page will be in edit mode (all data fields will be open for data entry). Make any changes needed to the form. Click the Save (Save) button to save the changes.



(This is a sample screenshot displaying a "Grid View" Listing Page.)

Tips

- By default, the grid will display up to ten records per page. To move between the various pages, use the numbers at the bottom of the grid. If there are less than ten records listed, the buttons will not be active. 1 2 3 4

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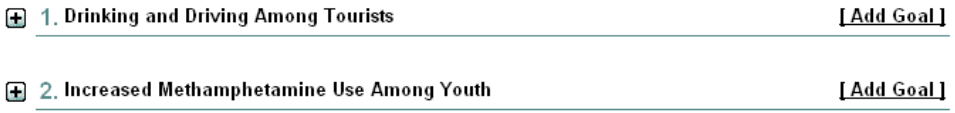
- Hide Page Info — Allows the information to be hidden from view
- Show Page Info — Places the Page Information back in view

Hierarchy View

A Hierarchical View is used when there is a 'Parent/Child' relationship. Looking at the example, Ex 1 shows the parent (the Problem Statement that was created in the Assessment module) whereas Ex 1.1 is the child (the Goal that will be created in the Planning module.) The need to link a child (goal) to a parent (problem statement) adds complexity to the process of adding and searching. The hierarchical view was designed to simplify these tasks.

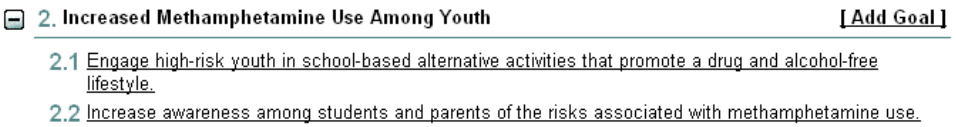
(This is a sample screenshot displaying the Hierarchy View. This is a partial screenshot.)

1. All of the "parents" will be displayed on the Listing page upon entering the module.
2. To create or add a "child", click on the link to the right of the "parent".
3. To view all of the "children" underneath a "parent", click on the ⊞.
4. The ⊞ will become a ⊟, and all of the "children" will be displayed below the "parent".



(This is a sample screenshot displaying the Hierarchy View. This is a partial screenshot.)

5. To edit or delete a "child", click on the "child" link.


2. Increased Methamphetamine Use Among Youth
[Add Goal]
2.1 Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free lifestyle.
2.2 Increase awareness among students and parents of the risks associated with methamphetamine use.

(This is a sample screenshot displaying the Hierarchy View. This is a partial screenshot.)

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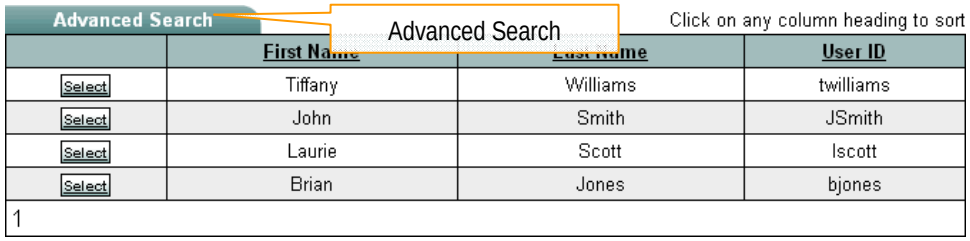
Advanced Search

Each Listing Page includes a search feature which allows you to find a particular record by clicking the Advanced Search (Advanced Search) tab and selecting several variables. In addition, records are able to be sorted in ascending or descending order by clicking on the column name (e.g., First Name) at the top of the table.



(This is a sample screenshot displaying the Advanced Search tab on a Grid View Listing page.)

To begin using the Advanced Search feature:

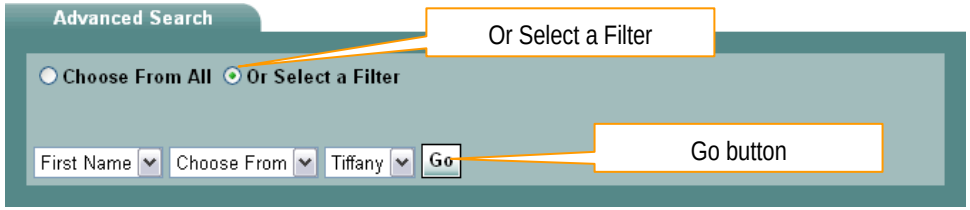
- Click the Advanced Search (Advanced Search).

There are two ways to use the search feature: 1) Choose From All or 2) Or Select a Filter.

2. Select the Choose From All (Choose From All) radio button to see a list of all of the data saved.

(This is a screenshot displaying the Advanced Search feature.)

3. The Or Select a Filter (Or Select a Filter) radio button allows you to limit search results. To change the search filters, first click the Or Select a Filter (Or Select a Filter) button. Then, click on the black arrow at the right-hand side of the dropdown fields and select an option. Once the three filters have been selected, click the Go (Go) button to see the search results.



(This is a screenshot displaying the Advanced Search feature.)

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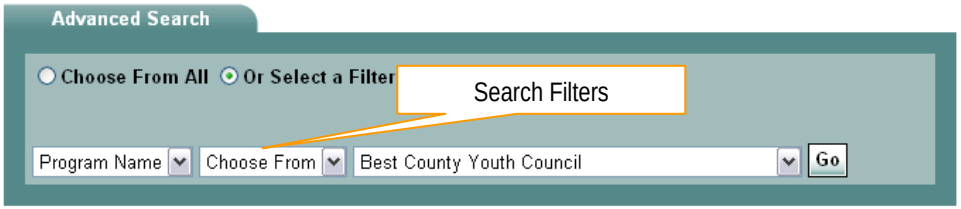
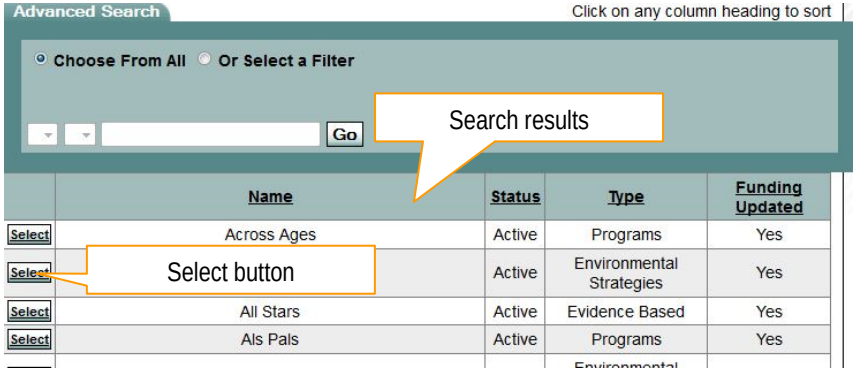
4. The three search filters are used in the following method:
    a. The first search filter will display the search categories to select from.
    b. The second search filter allows you to select how you would like to filter the search results.
    c. The third search filter is the search criteria (i.e, 10/23/08 as a date of service).



(This is a sample screenshot displaying the Advanced Search feature.)

5. Once you have clicked the Choose From All (Choose From All) radio button or used the Or Select a Filter (Or Select a Filter) option, you will see a list of data. Click the Select (Select) button next to the line of data that represents the data to be viewed or edited.
6. After you click the Select (Select) button you will be taken to the Edit Form. This page will be in Edit mode. Make any changes needed to the form, if applicable. Click the Save (Save) button to save those changes.



(This is a sample screenshot displaying the Advanced Search results.)

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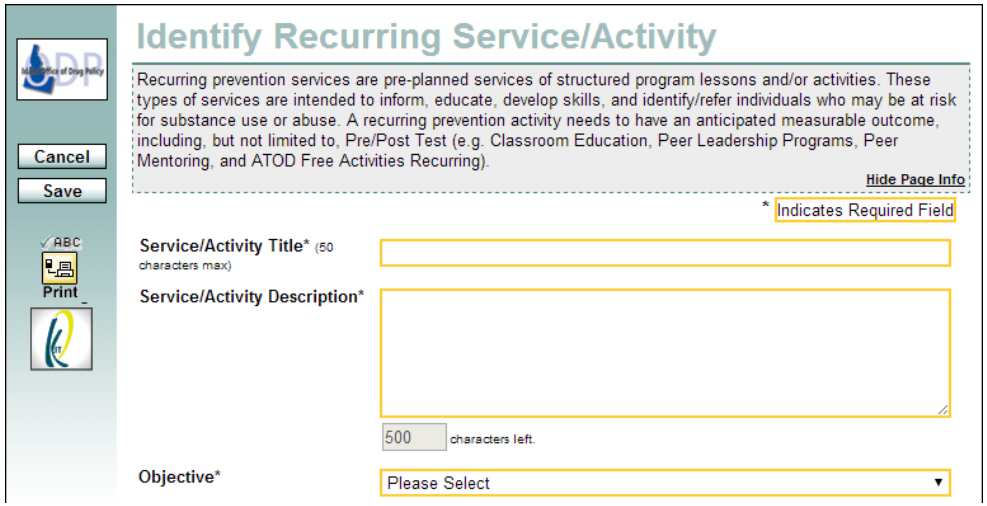
Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, canceling, deleting, printing, and in some cases, adding and editing, are available at the top right of the page. (See the Data Fields and Button section for additional details on the function of these buttons.)

- If you clicked the Add (Add) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the Select (Select) button to view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.


Identify Recurring Service/Activity
Recurring prevention services are pre-planned services of structured program lessons and/or activities. These types of services are intended to inform, educate, develop skills, and identify/refer individuals who may be at risk for substance use or abuse. A recurring prevention activity needs to have an anticipated measurable outcome, including, but not limited to, Pre/Post Test (e.g. Classroom Education, Peer Leadership Programs, Peer Mentoring, and ATOD Free Activities Recurring).
Hide Page Info
Cancel
Save
Print
* Indicates Required Field
Service/Activity Title* (50 characters max)
Service/Activity Description*
500 characters left.
Objective*
Please Select

(This is a screenshot displaying a blank Edit Form. This is a partial screenshot.)

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Data Fields and Buttons

In KPS there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka 'Text Box)	(fill in the blank)
Drop Down Menu (aka Pull Down Menu)	(select one)
Buttons	Add Remove Add > < Remove Add Remove
Radio Button	Selected Not selected
Check Boxes	Selected Not Selected
First Name*	A yellow field and an asterisk denotes a required field
	Denotes a Note with more information regarding the field.
ABC	Spell Check
!	Indicated that a required field was missed at the time of saving.
4000	Character Limit Display

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

Tips

- All the fields with an asterisk (*) are required fields. These must have a value entered before the record can be saved.
- You can type an identifying letter of an item in a dropdown list and the first selection beginning with that letter will appear in the box.

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Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information.

Add	Must be pressed first to add new information to a form
Save	Adds the information on the form to KPS.
Delete	Removes the information currently on the form from KPS
Cancel	Cancels the Add or Edit without saving any information entered.
	Allows you to change the text size by clicking on one of the different sized A's.

Additional Feature Buttons

Each page within the APPLICATION offers additional help to the user. Click on one of the icons to receive the help needed.

	Opens an Excel spreadsheet displaying the information on the Listing page.
	Opens a Word document displaying the information on the Listing page.
	Prints the information currently on the form
	Provides the multimedia tutorial video specific to the submenu topic.
	Provides user manual help specific to the submenu topic. Includes step by step instructions for adding, editing and deleting.
	Provides information on this topic with regards to prevention.

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Using the Text Resizer

You can alter the size of the text with the Text Resizer . Clicking on one of the s changes the text size from smallest to largest. Place the mouse pointer over one of the s and left click to change the size.

Provides the smallest text size.

Provides the default text size.

Provides a medium text size.

Provides the largest text size.

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LOGIN PROCEDURE

Connect to the Internet using the Internet browser. In the Address (Location) box, type in the following address and press enter:

https://idprev.kithost.net

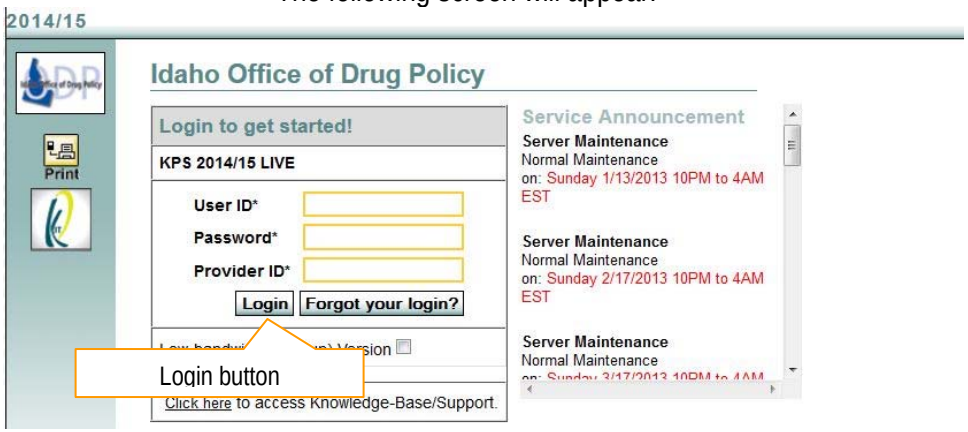
Logging into KPS.

Type in the **User ID**, **Password**, and **Provider ID** supplied to you by your administrator and click the **Login** button.
*Note: Before logging in you will be able to choose which planning year you would like to work in.

Tips

- The User IDs are NOT case sensitive.
- Passwords ARE case sensitive.

The following screen will appear:



(This is a screenshot displaying the Login Page.)

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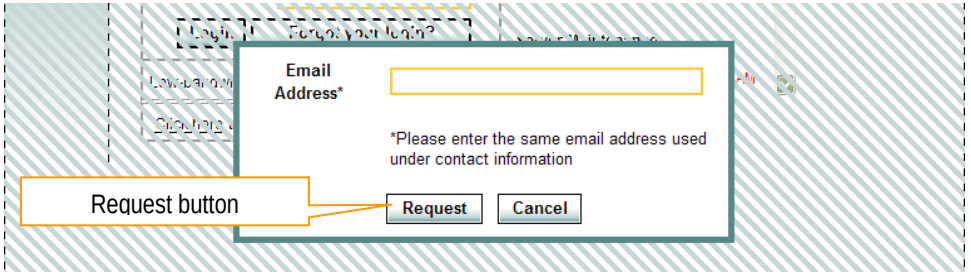
Forgot Your Login?

If you are unable to log into KPS due to forgetting your UserID or Password, you can retrieve this information by clicking the Forgot your login? button

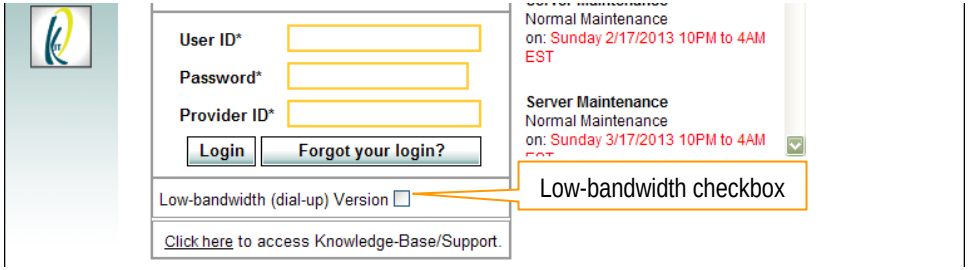
Click the Request button. You will receive a reply with your login information as long as the e-mail address entered matches the address provided in the Staff/User module.



(This is a screenshot displaying the Forgot your Login Screen.)

Low-bandwidth (dial-up) Version

By clicking this box, KPS will remove all pictures, allowing the system to load more quickly.



(This is a screenshot displaying the Login Page.)

Tips

- If the staff/user has a hyphen or a space in the last name, the User ID will include the hyphenation or space. For example: Tiffany Williams-Pitt would have the User ID of twilliams-pitt. Georgia Von Helsing would have the User ID of gvon helsing.

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HOME PAGE

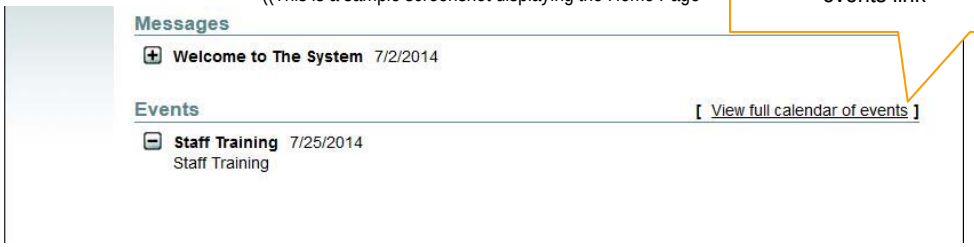
The Home Page provides the state and provider with a dashboard that shows a Dashboard, important Messages and upcoming Events.

Messages

The Message section on the Home Page displays important messages posted by ODP.

1. To view a Message, click on the ⊞ next to the Message title.
   a. The ⊞ will become a ⊟.
   b. To close the message, click on the ⊟.

((This is a sample screenshot displaying the Home Page

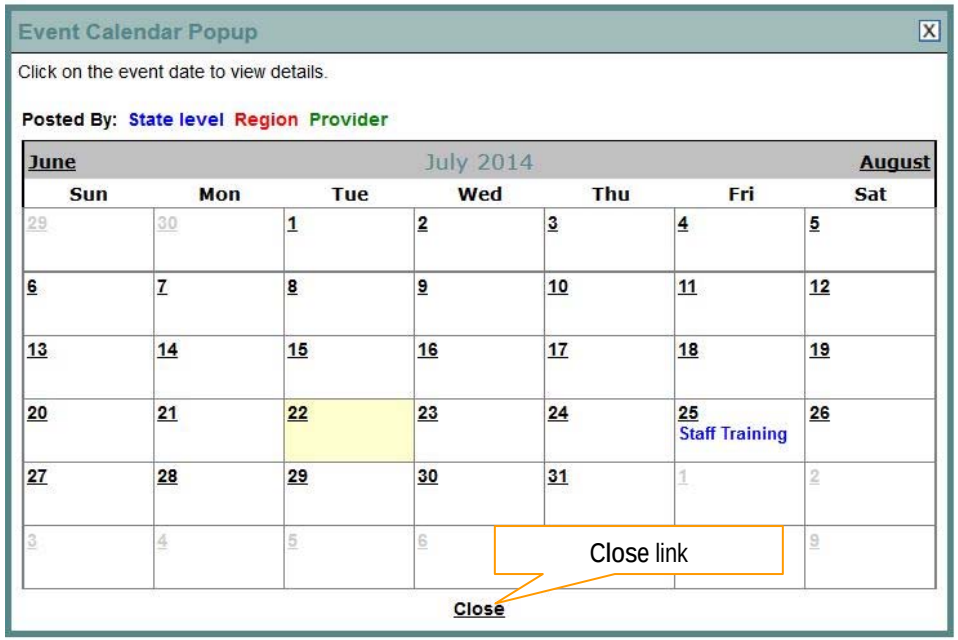


(This is a sample screenshot displaying the Home Page.)

Events

The Events Section on the Home Page displays important events.

1. To view an Event description, click on ⊞ next to the Event title.
2. To see a full months display of events, click on the link entitled View fill calendar of events.
   a. A new screen will appear displaying the Calendar.
   b. To view the Event details for a particular day, click on the calendar date (e.g., 18
   c. Switch to the previous or next month by selecting the link located to the right and left of the month's name.
   d. To close the Calendar, click the ☒ (X) in the upper left hand corner or click the Close (Close) link.


Event Calendar Popup
Click on the event date to view details.
Posted By: State level Region Provider
June
July 2014
August
Sun Mon Tue Wed Thu Fri Sat
29 30 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 Staff Training 26
27 28 29 30 31 1 2
3 4 5 6 9
Close link
Close

(This is a sample screenshot displaying the Calendar.)

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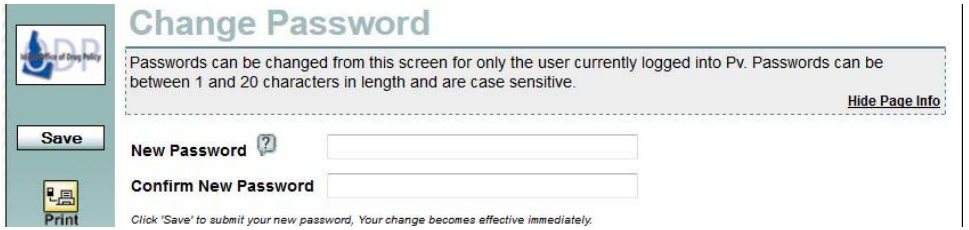
Change Password

When a provider accesses the service for the first time, they use a default username 'admin' with the password of 'pass'. The Change Password module allows the user to change this default password which ensures secure access to provider information. The Change Password module also allows the user to change the password on the account they are currently logged into.

Use the following steps to change your password:

1. Click **Administration** from the main menu.
2. Click **Change Password** from the submenu.
3. Type in the **New Password**.
4. Re-type the password in the **Confirm New Password** field.
5. Click **Save** from the left toolbar to save the changes.


Change Password
Passwords can be changed from this screen for only the user currently logged into Pv. Passwords can be between 1 and 20 characters in length and are case sensitive.
Hide Page Info
Save
New Password
Confirm New Password
Print
Click 'Save' to submit your new password, Your change becomes effective immediately.

(This is a screenshot displaying the Change Password Page.)

Tips

- It is important to remember that passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords do not expire; however, it is a good idea to change your password every 3 months for security purposes.

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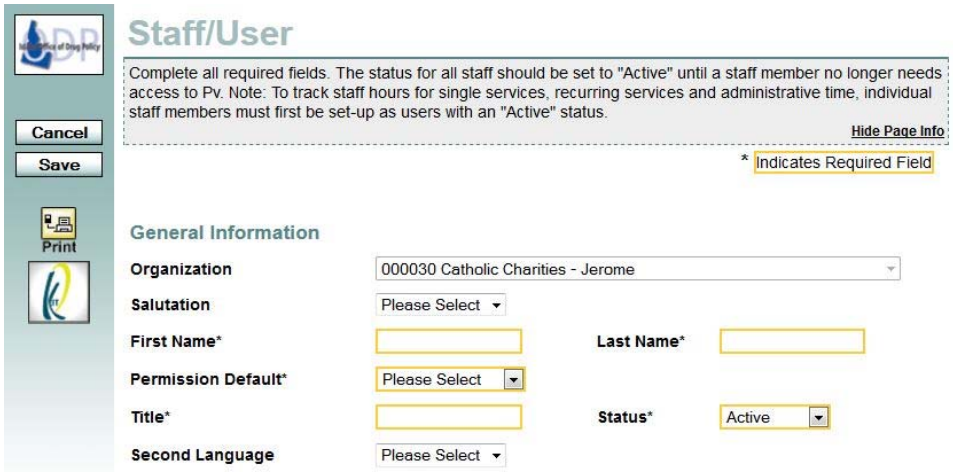
Staff/User

The Staff/User module enables counties and providers to track staff members' hours. In order to track staff hours as they relate to specific services/activities, the staff members must be set-up in this module prior to entering service/activity data.

A staff member MUST be set-up if:

1. He/she will need access to KPS for data entry.
2. The provider wants to track staff time.

1. Click **Administration** from the main menu.
2. Click **Staff/User** from the submenu.
3. Click **Add** from the left toolbar.
4. If desired, select a **Salutation** from the dropdown list.
5. Type in the staff member's **First*** and **Last Name***.
6. Select the **Permission Default***.
    a. *Admin* permissions should be given to staff members that are acting as the primary contact for KPS.
    b. *Staff-User* permissions should be given to staff members that log onto KPS and enter data.
    c. *Staff-Read Only* permissions should be given to staff members that provide prevention services but may not do data entry.
    d. *Custom* permissions should be given to staff members that require a set of permissions that do not fit the above defaults (Admin, Staff-User or Staff-Read Only). Select the **Permissions** link located to the right of the **Permission Default** dropdown list to set the custom permissions.
7. Type in the staff member's **Title***.
8. The **Status*** will default to *Active*.


Staff/User
Complete all required fields. The status for all staff should be set to "Active" until a staff member no longer needs access to Pv. Note: To track staff hours for single services, recurring services and administrative time, individual staff members must first be set-up as users with an "Active" status.
Hide Page Info
* Indicates Required Field
Cancel
Save
Print
General Information
Organization
000030 Catholic Charities - Jerome
Salutation
Please Select
First Name*
Last Name*
Permission Default*
Please Select
Title*
Status*
Active
Second Language
Please Select

(This is a sample screenshot displaying the Staff/User Edit Page.)

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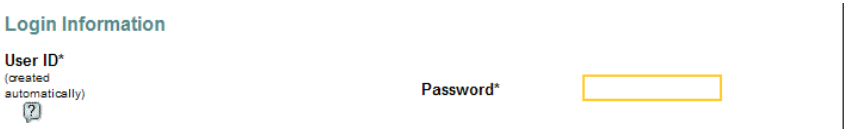
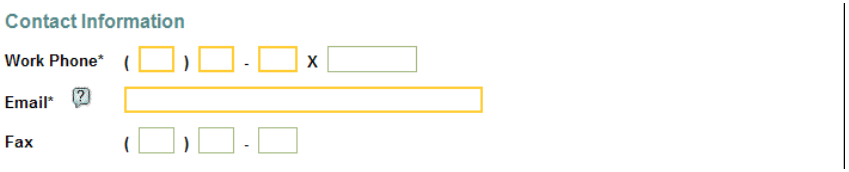
9. Enter the staff member's Login Information.
    a. The User ID* will be the login name used by the staff member. This is automatically created after saving. The User ID is always the first letter of the user's first name and the full last name with no spaces in between.
    b. The Password* field is where a temporary password is created for the staff member and can be any combination of alpha or numeric characters. This password will be used along with the User ID and six (6) digit provider identification number to log into KPS. Once a user logs in, they can use the Change Password area to change the password to one of their liking.



(This is a screenshot displaying the Staff/User Edit Page.)

10. Enter in the staff member's Work Phone* and Email* address.
11. If desired, enter in the Demographic and Education Information.
12. Once all information has been entered, click Save. If you do not want to save any changes, click Cancel.



(This is a screenshot displaying the Staff/User Edit Page.)

Tips

- If there is no Email for the staff member, type "none" or "n/a" in the blank field. However, without an email address, the user will not be able to use the automated "Forgot your login?" procedure located on the login page. The user will have to contact their administrator directly.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords are case sensitive.
- If the staff/user has a hyphen or a space in the last name, the User ID will include the hyphenation or space. For example: Tiffany Williams-Pitt would have the User ID of twilliams-pitt. Georgia Von Helsing would have the User ID of gvon helsing.

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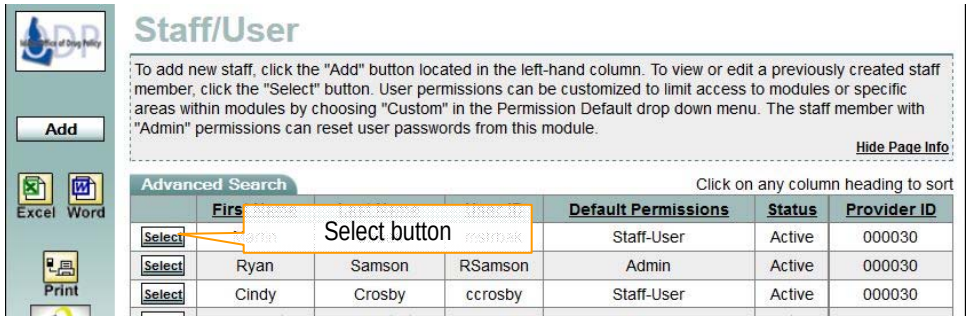
Custom Permissions

No Permission	No access to a particular module
Read Only	Staff can only view information
Read and Write	Staff can add new information, view and edit existing information
Full Control	Staff can add new information, view, edit, and delete existing information

Editing Staff Accounts

1. Click **Administration** from the main menu.
2. Click **Staff/User** from the submenu.
3. From the Listing page, select the staff member that you wish to edit by clicking the Select button.
4. The staff member will appear in the edit mode.
5. Make any changes needed to the form.
    a. **Status** (see Tips)
        i. *Active*: currently on the staff of the provider.
        ii. *Inactive*: no longer on the staff of the provider.
6. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a sample screenshot displaying the Staff/User Listing Page. This is a partial screenshot.)

Tips

- The **Status** is used to keep a staff member in KPS for history purposes. When a staff member leaves, you will not be able to delete the staff member if they reported services, but you can make them *Inactive* to remove their name from forms and prevent the staff member from entering any further data into KPS.

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Deleting Staff Accounts

1. Click **Administration** from the main menu.
2. Click **Staff** from the submenu.
3. From the Listing page, select the staff member that you wish to delete by clicking the Select button.
4. The staff member will appear in the edit mode.
5. Click **Delete** from the left toolbar.
6. Click **OK** when asked “Are you sure?”. If you do not want to delete this staff member, click **Cancel**.

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Provider Profile

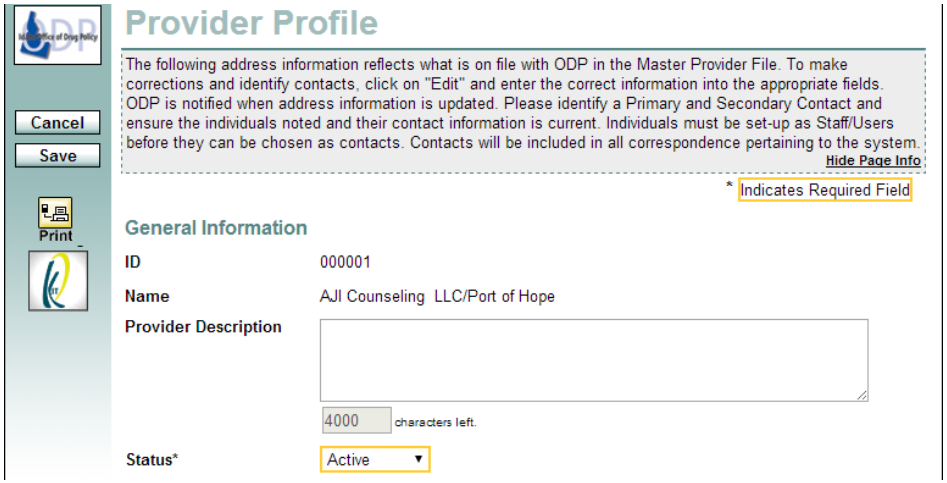
The Provider ID used to sign into KPS is associated with the provider for whom you work. The Provider ID was created by the State Administrator. The contact information may need to be updated. Please review for accuracy.

Viewing the Provider Profile

1. Click **Administration** from the main menu.
2. Click **Provider Profile** from the submenu.

Editing the Provider Profile

1. Click **Edit** from the left toolbar.
2. Make any changes needed to the General Information.


Provider Profile
Cancel
Save
Print
The following address information reflects what is on file with ODP in the Master Provider File. To make corrections and identify contacts, click on "Edit" and enter the correct information into the appropriate fields. ODP is notified when address information is updated. Please identify a Primary and Secondary Contact and ensure the individuals noted and their contact information is current. Individuals must be set-up as Staff/Users before they can be chosen as contacts. Contacts will be included in all correspondence pertaining to the system.
Hide Page Info
* Indicates Required Field
General Information
ID 000001
Name AJI Counseling LLC/Port of Hope
Provider Description
4000 characters left.
Status* Active

(This is a sample screenshot displaying the Provider Profile Edit Page.)

3. In the Primary Contact Information section, select one of the staff members to serve as a contact person for KPS from the **Choose the Staff Member*** dropdown list. The rest of the information will be loaded for you based on what was entered in the Staff/User module.
4. You may also enter Secondary Contact Information if needed/desired.
5. If there are additional contacts for the organization, you may enter up to 2 (two) contacts in the Additional Contacts Information fields.
6. Click **Save**. If you do not want to save any changes, click **Cancel**.

(This is a screenshot displaying the Provider Profile Edit Page.)

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Tips

- Your Regopm/provider information is preloaded into KPS. If the provider Name is incorrect, submit a request through the online support system (click Support on the menu) and request to have it changed. Please provide the correct name.
- ODP will automatically be notified of any changes made to the address fields. It is not necessary for you to contact ODP to have the Master Provider file updated.
- *Program* denotes the site address, and *Admin* is the mailing address. Often these are the same.
- If a Primary Contact has not been selected, a message will appear at login informing you that a primary contact must be selected, and you will be brought to the Provider Profile screen after clicking the OK button in order to perform this task. Use the above steps to perform this task.

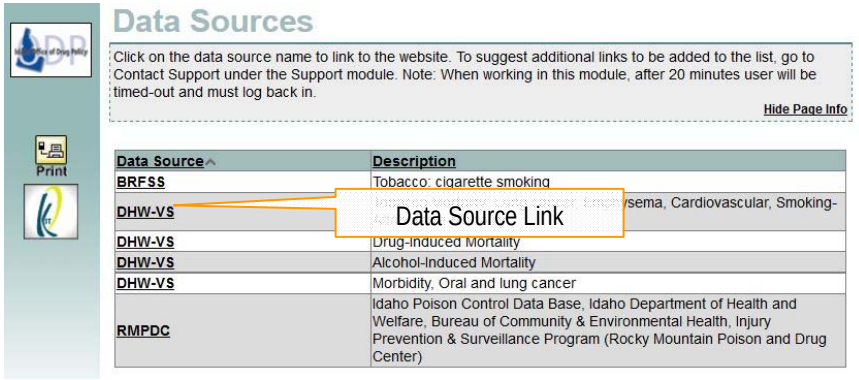
ASSESSMENT

The Assessment module provides collection, interpretation and analysis of relevant data to define the magnitude and locations of problems within a geographic area/community, and identify at risk and underserved populations and environmental risks. This module also allows counties/providers to identify the problems that need to be addressed within their community.

Data Sources

This section provides sources of secondary data to assist the user in the needs assessment process.

1. Click Assessment from the main menu.
2. Click Data Sources from the submenu.
3. Browse the *Data Source* list for the web site you would like to visit.
4. Click on the *Data Source* link to open the web site.
   *Note: The link is the *Data Source* underlined.
5. A new window will open displaying the web site you chose.
6. To close the new web site window, click on the X.


Data Sources
Click on the data source name to link to the website. To suggest additional links to be added to the list, go to Contact Support under the Support module. Note: When working in this module, after 20 minutes user will be timed-out and must log back in.
Hide Page Info
Print
Data Source
Description
BRFSS
Tobacco: cigarette smoking
DHW-VS
sema, Cardiovascular, Smoking-
Data Source Link
DHW-VS
Drug-Induced Mortality
DHW-VS
Alcohol-Induced Mortality
DHW-VS
Morbidity, Oral and lung cancer
RMPDC
Idaho Poison Control Data Base, Idaho Department of Health and Welfare, Bureau of Community & Environmental Health, Injury Prevention & Surveillance Program (Rocky Mountain Poison and Drug Center)

(This is a partial view of the Data Source page.)

Tips

- Due to the web site link opening in a new window, you may be "timed-out" of KPS if viewing the web site for longer than 20 minutes.

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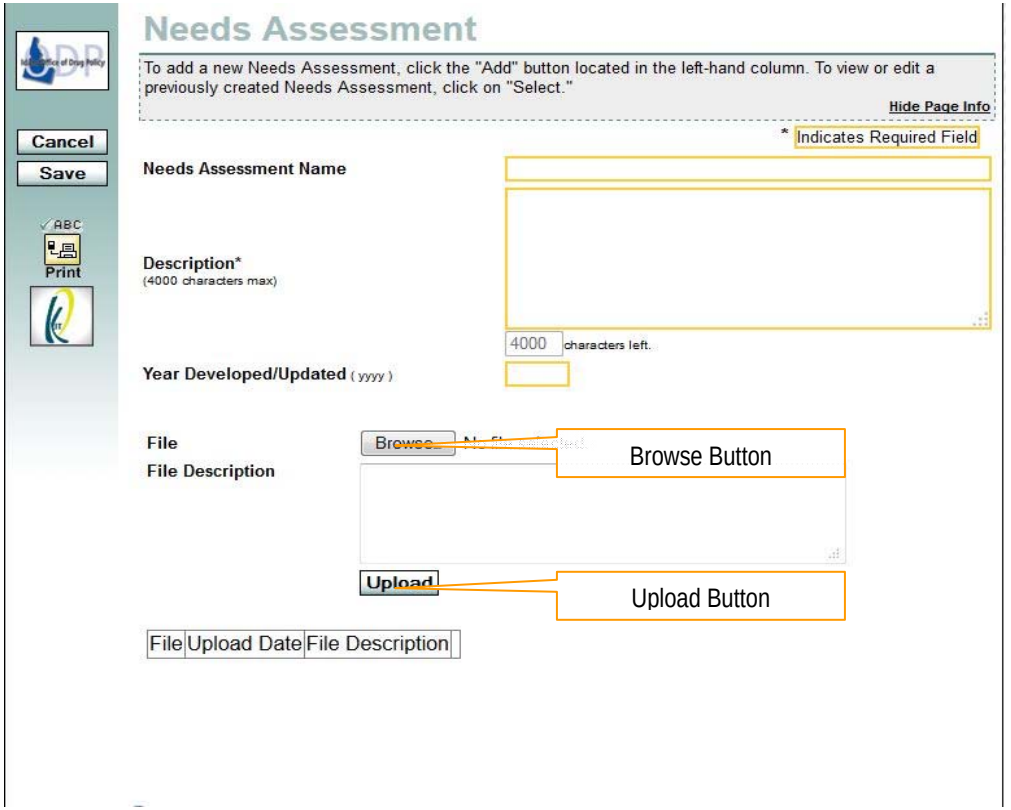
Needs Assessment

This section allows users to add/upload their Needs Assessment.

1. Click **Assessment** from the main menu.
2. Click **Needs Assessment** from the submenu.
3. Enter the name of the Needs Assessment
4. Enter a Description for the Needs Assessment
5. Enter the Year Developed/Updated
6. Browse/Select the Needs Assessment
7. Click the Upload button to attach the Needs Assessment to the entry



(This is a partial view of the Data Source page.)

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CAPACITY

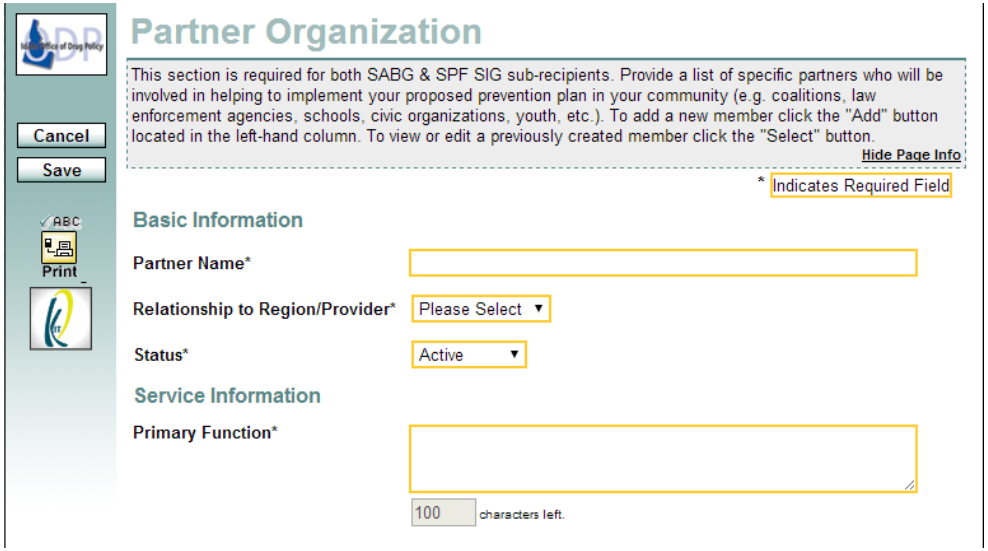
The Capacity module allows the provider to enter their partnerships/coalitions, keep track of coalition and/or staff meetings, and keep track of any training and/or technical assistance that is provided to the provider. **All modules under Capacity are optional for the provider**.

Coalition/Partnership Management

There are three categories under Coalition/Partnership Management. Within Coalition/Partnership Management, a provider is able to identify their partnerships/coalitions, the members of the coalitions, and the subcommittees of those coalitions.

Registering a Partner Organization

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership Management** from the submenu.
3. Click **Partner Organization** from the category list.
4. Click **Add** from the left toolbar.
5. Enter the name of the coalition in the **Partner Name*** field.
6. Select the relationship between the coalition and provider in the **Relationship to Provider*** dropdown list.
7. The **Status*** automatically defaults to ***Active***.
8. Type in the function of the coalition in the **Primary Function*** field.


Partner Organization
This section is required for both SABG & SPF SIG sub-recipients. Provide a list of specific partners who will be involved in helping to implement your proposed prevention plan in your community (e.g. coalitions, law enforcement agencies, schools, civic organizations, youth, etc.). To add a new member click the "Add" button located in the left-hand column. To view or edit a previously created member click the "Select" button.
Hide Page Info
* Indicates Required Field
Cancel
Save
Print
Basic Information
Partner Name*
Relationship to Region/Provider*
Please Select
Status*
Active
Service Information
Primary Function*
100
characters left.

(This is a screenshot displaying the Coalition/Partnership Edit Page.)

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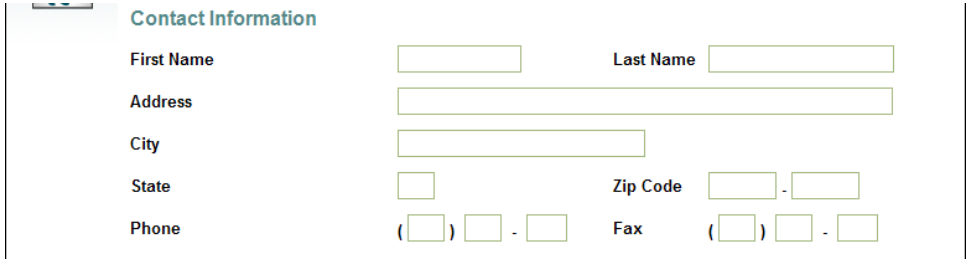
9. Enter the Contact Information for the coalition, which includes the First and Last Name, Address, City, State, Zip Code, Phone number, and Fax number.
10. Click Save. If you do not want to save any changes, click Cancel.



(This is a screenshot displaying the Coalition/Partnership Edit Page.)

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Editing Partner Organization Information

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership Management** from the submenu.
3. Click **Partner Organization** from the category list.
4. From the Listing page, select the Partner Organization that you wish to edit by clicking the Select button.
5. The Partner Organization will appear in the edit mode.
6. Make any changes needed to the form.
    a. **Status**
        i. *Active*: currently a participating coalition
        ii. *Inactive*: withdrew as a participating coalition
            (1) When *Inactive* is selected, enter in the date as mm/dd/yyyy, that the coalition disbanded or withdrew, in the **Date Expired*** field.
            (2) Also, enter a reason for withdrawal, in the **Withdraw Reason*** field.
7. Click **Save**. If you do not want to save any changes, click **Cancel**.

Deleting Partner Organization Information

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership Management** from the submenu.
3. Click **Partner Organization** from the category list.
4. From the Listing page, select the Partner Organization that you wish to delete by clicking the Select button.
5. The Partner Organization will appear in the edit mode.
6. Click **Delete** from the left toolbar.
7. Click **OK** when asked "Are you sure?". If you do not want to delete this organization, click **Cancel**.

Tips

- You will not be able to delete a coalition/partnership organization if it is associated with a member or subcommittee. In these instances, mark the coalition as *Inactive*.

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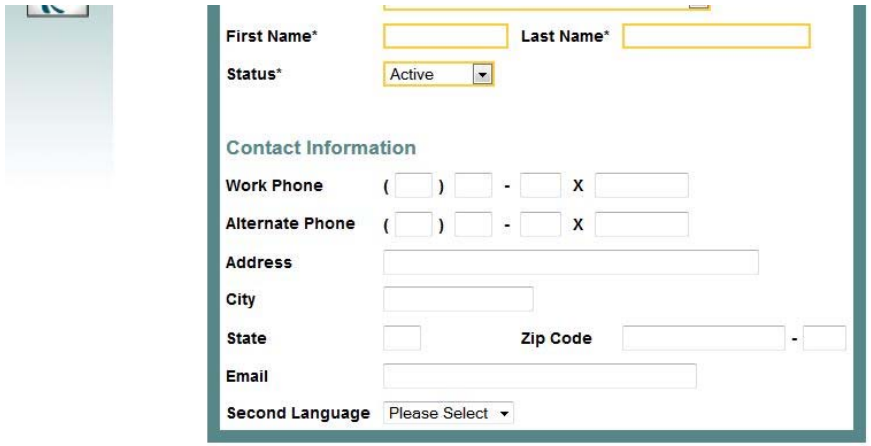
Entering a Coalition/Partnership Member

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership Management** from the submenu.
3. Click **Coalition/Partnership Member** from the category list.
4. Click **Add** from the left toolbar.
5. Select the **Coalition/Partnership Name*** from the dropdown list.
6. Select the **Sector*** from the dropdown list.
7. There are two types of members that can be entered in the Coalition/Partnership Members module, Individual or Business. Select the type of member you wish to enter.

(This is a screenshot displaying the Coalition Membership Edit Page.)

8. If the Individual tab was selected, use the following instructions:
   a. Enter the member's name into the **First*** and **Last Name*** fields.
   b. The **Status*** automatically defaults to *Active*.
   c. If desired, enter the Contact Information for the coalition, which includes the **Work** and **Alternative Phone**, **Address**, **City**, **State**, **Zip Code**, **Email** and **Second Language**.



(This is a screenshot displaying the Coalition Membership Edit Page with the Individual tab selected.)

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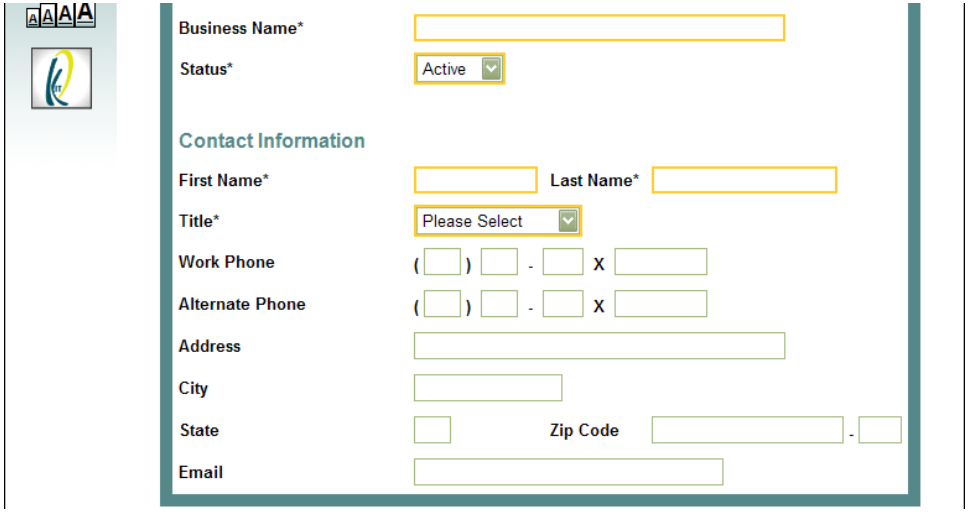
9. If the Business tab was selected, use the following instructions:
    a. Enter the member's name into the **Business Name*** field.
    b. The **Status*** automatically defaults to *Active*.
    c. Enter the member's name into the **First*** and **Last Name*** fields.
    d. Select the **Title*** of the member from the dropdown list.
    e. If desired, enter the Contact Information for the coalition, which includes the **Work** and **Alternative Phone**, **Address**, **City**, **State**, **Zip Code**, **Email** and **Second Language**.
10. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a screenshot displaying the Coalition Membership Edit Page with the Business tab selected.)

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Editing Coalition/Partnership Member

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership Management** from the submenu.
3. Click **Coalition/Partnership Member** from the category list.
4. From the Listing page, select the Coalition Member that you wish to edit by clicking the Select button.
5. The Coalition Member will appear in the edit mode.
6. Make any changes needed to the form.
    a. **Status**
        i. *Active*: currently a participating member
        ii. *Inactive*: no longer a participating member
7. Click **Save**. If you do not want to save any changes, click **Cancel**.

Deleting Coalition/Partnership Member

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership Management** from the submenu.
3. Click **Coalition/Partnership Member** from the category list.
4. From the Listing page, select the Coalition Member that you wish to delete by clicking the Select button.
5. The Coalition Member will appear in the edit mode.
6. Click **Delete** from the left toolbar.
7. Click **OK** when asked "Are you sure?". If you do not want to delete this item, click **Cancel**.

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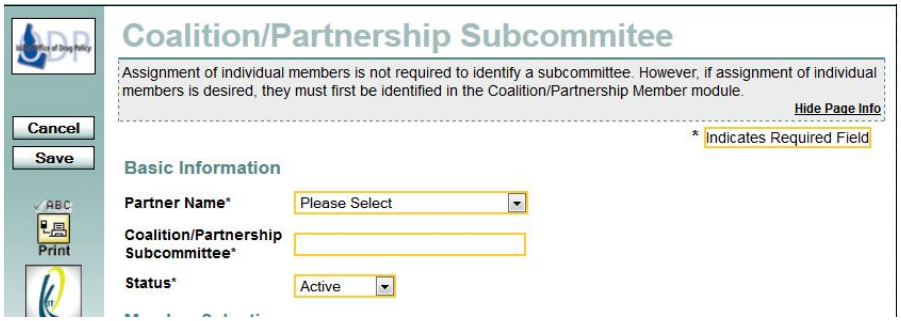
Entering a Coalition/Partnership Subcommittee

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership Management** from the submenu.
3. Click **Coalition/Partnership Subcommittee** from the category list.
4. Click **Add** from the left toolbar.
5. Select the **Partner Name*** from the dropdown list.
6. Enter the name of the **Coalition/Partnership Subcommittee***.
7. The **Status*** automatically defaults to *Active*.

8. Select the members to be part of the subcommittee from the Members Selection section.
    a. Select a leader of the subcommittee from the **Leader** dropdown list
    b. Click on the ⊞ next to Add Members to view all of the Coalition Members registered.
        *Note: Once the members are in view, the ⊞ becomes a ⊟
    c. Select those members that are a part of the subcommittee by checking the box next to the member's name
        *Note: If all members are to be part of the subcommittee, clicking the **Check All** selection will check all of the member names
    d. To remove a member, uncheck the member's name
9. Type in any additional information regarding this subcommittee in the **Notes** field.
10. Click **Save** to commit your changes. If you do not want to save any changes, click **Cancel**



(This is a screenshot displaying the Coalition Subcommittee Edit Page.)

(This is a sample screenshot displaying the Coalition Subcommittee Edit Page.)

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Editing Coalition/Partnership Subcommittee Information

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership Management** from the submenu.
3. Click **Coalition/Partnership Subcommittee** from the category list.
4. From the Listing page, select the Coalition Subcommittee that you wish to edit by clicking the Select button.
5. The Coalition Subcommittee will appear in the edit mode.
6. Make any changes needed to the form.
    a. **Status**
        i. *Active*: currently a participating subcommittee
        ii. *Inactive*: no longer a participating subcommittee
7. Click **Save**. If you do not want to save any changes, click **Cancel**.

Deleting Coalition/Partnership Subcommittee Information

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership Management** from the submenu.
3. Click **Coalition/Partnership Subcommittee** from the category list.
4. From the Listing page, select the Coalition Subcommittee that you wish to delete by clicking the Select button.
5. The Coalition Subcommittee will appear in the edit mode.
6. Click **Delete** from the left toolbar.
7. Click **OK** when asked "Are you sure?". If you do not want to delete this item, click **Cancel**.

Tips

- You will not be able to delete a coalition subcommittee if it is identified as a Coalition Meeting or Training/Technical Assistance. In these instances, mark the subcommittee as *Inactive*.

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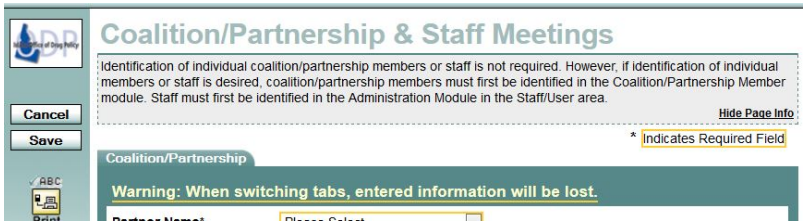
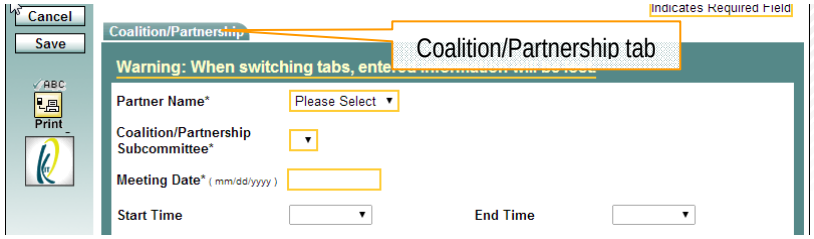
Coalition/Partnership & Staff Meetings

The Coalition/Partnership & Staff Meetings module allows the provider to record any meetings that may occur between Coalitions and/or between Staff members.

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership & Staff Meetings** from the submenu.
3. Click **Add** from the left toolbar.
    a. Select the **Partner Name*** from the dropdown list.
    b. Select the **Coalition/Partnership Subcommittee*** from the dropdown list.
    *Note: Selections for this dropdown field will be available once a **Coalition/Partnership Name** has been selected.
    c. Type in the **Meeting Date***, as mm/dd/yyyy, of the coalition meeting.
4. If desired, select the **Start** and **End Times** of the meeting.


Coalition/Partnership & Staff Meetings
Identification of individual coalition/partnership members or staff is not required. However, if identification of individual members or staff is desired, coalition/partnership members must first be identified in the Coalition/Partnership Member module. Staff must first be identified in the Administration Module in the Staff/User area.
Hide Page Info
* Indicates Required Field
Cancel
Save
Coalition/Partnership
Warning: When switching tabs, entered information will be lost.

(This is a screenshot displaying the Coalition/Partnership Edit Page.)



(This is a screenshot displaying the Coalition/Partnership Edit Page.)

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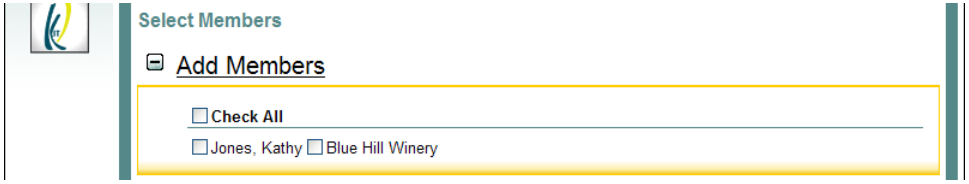
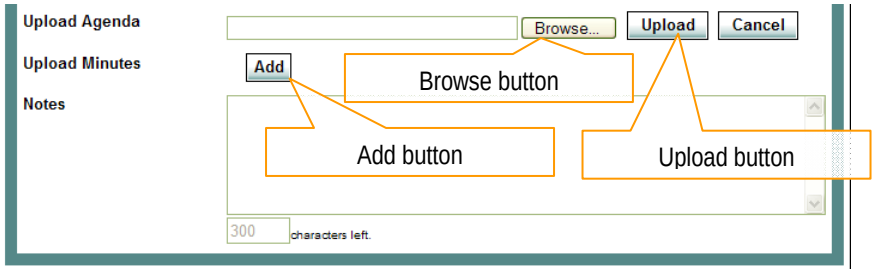
Select the members who attended the meeting from the Select Members section

a. Click on the ⊞ next to Add Members to view all of the Coalition Members registered.
   *Note: Once the members are in view, the ⊞ becomes a ⊟.
b. Select those members that attended the meeting by checking the box next to the member's name.
   *Note: If all members attended the meeting, clicking the Check All selection will check all of the member names.
   i. To remove a member, uncheck the member's name.



(This is a sample screenshot displaying the Coalition/Partnership Edit Page.)

5. You have an opportunity to insert any *agenda* or *task* documents that may be associated with this meeting.
   a. Click the Add button next to Upload Agenda or Upload Task.
   b. Click the Browse... button to search for the document you wish to insert.
   c. Click the Upload button to add the document to the meeting. Click Cancel if you do not wish to insert a document.
   d. The document will be uploaded to the service. Click on the link to open the document.
      *Note: The link will be displayed similar to agenda.pdf.
6. Type in any additional information regarding this meeting in the Notes field.
7. Click Save. If you do not want to save any changes, click Cancel.



(This is a screenshot displaying the Coalition/Partnership Edit Page.)

Tips

- When entering a Coalition meeting, there is a group called General in the Coalition Subcommittee dropdown list. This is used when all members of a Coalition Organization attended the meeting.

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Editing a Coalition/Partnership & Staff Meeting

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership & Staff Meetings** from the submenu.
3. From the Listing page, select the meeting that you wish to edit by clicking the Select button.
4. The Meeting will appear in the edit mode.
5. Make any changes needed to the form.
6. Click **Save**. If you do not want to save any changes, click **Cancel**.

Deleting a Coalition/Partnership & Staff Meeting

1. Click **Capacity** from the main menu.
2. Click **Coalition/Partnership & Staff Meetings** from the submenu.
3. From the Listing page, select the meeting that you wish to delete by clicking the Select button.
4. The Meeting will appear in the edit mode.
5. Click **Delete** from the left toolbar.
6. Click **OK** when asked “Are you sure?”. If you do not want to delete this item, click **Cancel**.

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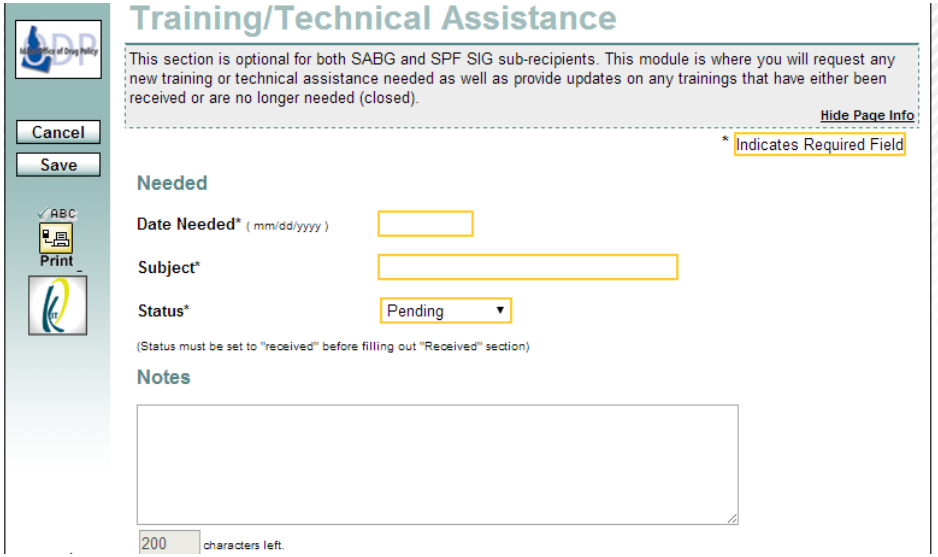
Training/Technical Assistance

The Training/Technical Assistance module allows the provider to keep track of needed and completed trainings that are provided to staff and/or coalition members associated with the provider organization.

1. Click **Capacity** from the main menu.
2. Click **Training/Technical Assistance** from the submenu.
3. Click **Add** from the left toolbar.
4. Enter in the Needed training information.
    a. Type in the date, as mm/dd/yyyy, of the training in the **Date Needed*** field.
    b. Enter in the **Subject*** of the training.
    c. The **Status*** automatically defaults to ***Pending***.
        i. ***Pending***: The training has not yet occurred.
        ii. ***Received***: The training has been completed.
        *Note: If ***Received*** has been selected, additional information will have to be filled out.
        iii. ***Cancelled***: The training has been cancelled.
        iv. ***Needed***: The training is needed.
    d. If desired, enter any additional information known regarding the training in the **Notes** field.
5. Click **Save**. If you do not want to save any changes, click **Cancel**


Training/Technical Assistance
This section is optional for both SABG and SPF SIG sub-recipients. This module is where you will request any new training or technical assistance needed as well as provide updates on any trainings that have either been received or are no longer needed (closed).
Hide Page Info
* Indicates Required Field
Cancel
Save
Print
Needed
Date Needed* (mm/dd/yyyy)
Subject*
Status*
Pending
(Status must be set to "received" before filling out "Received" section)
Notes
200
characters left.

(This is a screenshot displaying the Training/Technical Assistance Edit Page.)

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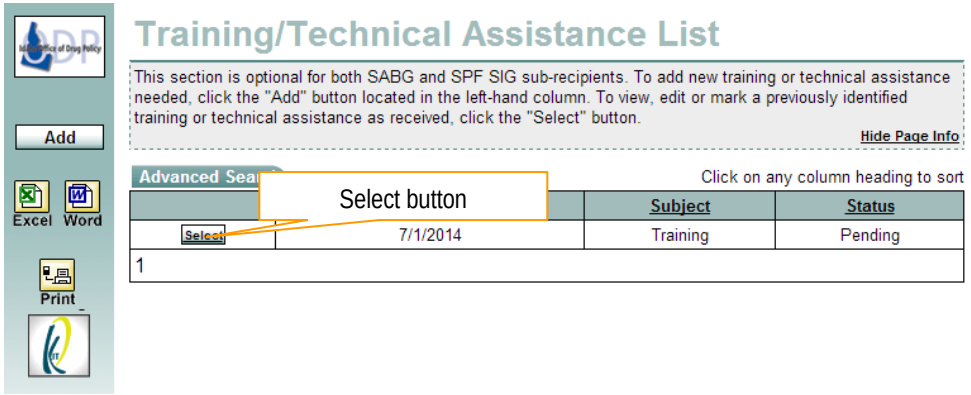
Changing the Status of a Training

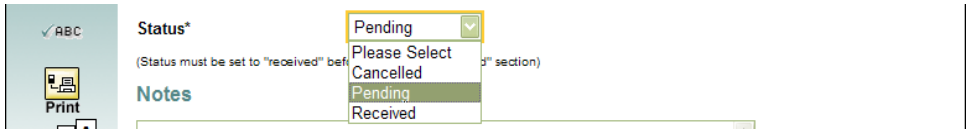
When trainings are initially created, they default to ***Pending*** since the training has not yet occurred. Once training is completed or cancelled, the status of the training will need to be changed. Use the following steps to change the status of your training to ***Received*** or ***Cancelled***.

1. Click **Capacity** from the main menu.
2. Click **Training/Technical Assistance** from the submenu.
3. From the Listing page, select the training that you wish to change the status of by clicking the Select button.


Training/Technical Assistance List
This section is optional for both SABG and SPF SIG sub-recipients. To add new training or technical assistance needed, click the "Add" button located in the left-hand column. To view, edit or mark a previously identified training or technical assistance as received, click the "Select" button.
Hide Page Info
Add
Excel
Word
Print
Advanced Sea
Click on any column heading to sort
Select button
Subject
Status
Select
7/1/2014
Training
Pending
1

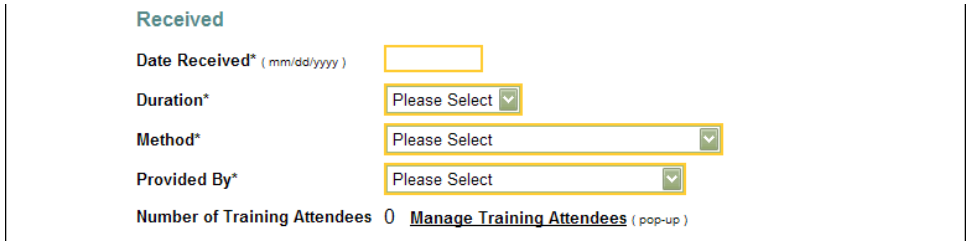
(This is a sample screenshot displaying the Training/Technical Assistance Listing Page.)

4. The training will appear in the edit mode.
5. From the **Status*** dropdown, select ***Received*** ***Needed*** or ***Cancelled*** as the new status of the training.
6. If ***Received*** was selected new fields will appear on your screen.



(This is a screenshot displaying the Training/Technical Assistance Edit Page.)

   a. Type in the date (mm/dd/yyyy format) the training was completed in the **Date Received*** field.
   b. Select the **Duration*** from the dropdown list.
   c. Select the type of training received from the **Method*** dropdown list.
   d. Select who gave the training from the **Provided by:*** dropdown list.
   e. Enter the name of the trainer in the **Specify*** field that appears once you've selected from the **Provided by** field.
   f. If you wish to add attendees, click the **Manage Training Attendees** link. A new screen will appear displaying the Training Attendance



(This is a screenshot displaying the Training/Technical Assistance Edit Page.)

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i. If this is a Coalition training, select the **Coalition/Partnership Name*** from the dropdown list.

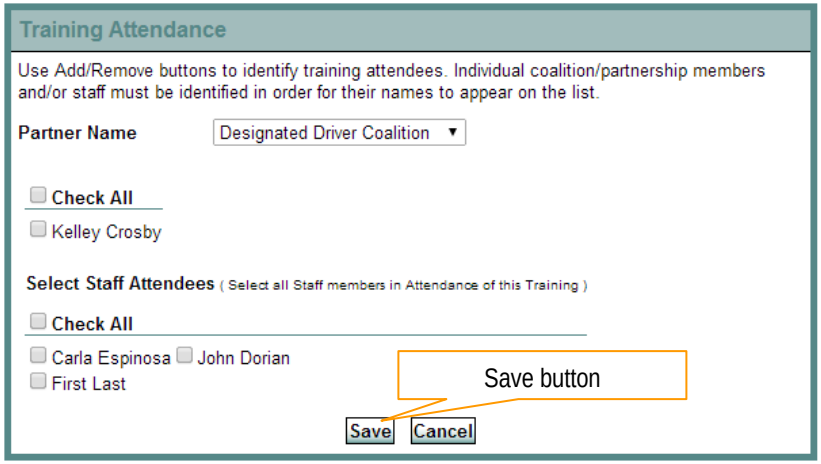
ii. Select the attendee's name from the **Select Staff Attendees** (or **Member List** if this is a Coalition training) who attended the training by checking the box next to the attendee's name.
*Note: If all (staff) members attended the training, clicking the **Check All** selection will check all of the (staff) member names.

a) To remove an attendee, uncheck the attendee's name.

iii. Click **Save**. If you do not want to save any changes, click **Cancel**.

iv. The Training Attendance screen will close and you are returned to the Training/Technical Assistance screen.

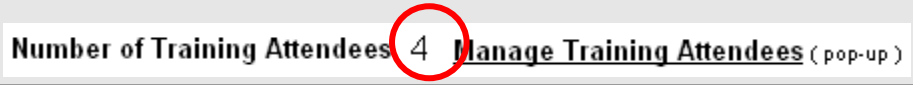
7. Click **Save**. If you do not want to save any changes, click **Cancel**.


Training Attendance
Use Add/Remove buttons to identify training attendees. Individual coalition/partnership members and/or staff must be identified in order for their names to appear on the list.
Partner Name
Designated Driver Coalition
Check All
Kelley Crosby
Select Staff Attendees (Select all Staff members in Attendance of this Training)
Check All
Carla Espinosa
John Dorian
First Last
Save button
Save
Cancel

(This is a sample screenshot displaying the Training Attendance Page.)

Tips

- After being returned to the Training/Technical Assistance screen upon saving your attendees, the number of attendees will be shown on the screen.



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Editing Training/Tech Assistance

1. Click **Capacity** from the main menu.
2. Click **Training/Technical Assistance** from the submenu.
3. From the Listing page, select the training that you wish to edit by clicking the Select button next to the correct training.
4. The training will appear in the edit mode.
5. Make any changes needed to the form.
6. Click **Save**. If you do not want to save any changes, click **Cancel**.

Deleting Training/Tech Assistance

1. Click **Capacity** from the main menu.
2. Click **Training/Technical Assistance** from the submenu.
3. From the Listing page, select the training that you wish to delete by clicking the Select button next to the correct training.
4. The training will appear in the edit mode.
5. Click **Delete** from the left toolbar.
6. Click **OK** when asked "Are you sure?". If you do not want to delete this item, click **Cancel**.

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PLANNING

The Planning module allows the provider to upload a comprehensive strategic plan and enter their goals and objectives.

Upload Strategic Plan

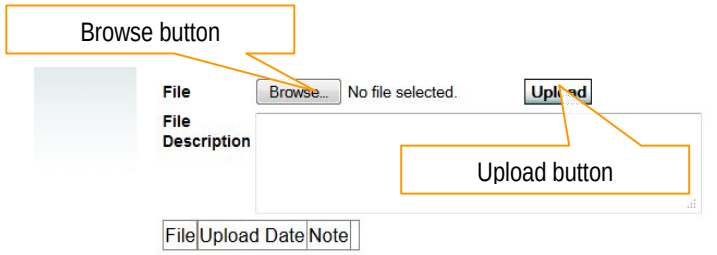
Upload an electronic copy of the strategic plan into KPS.

1. Click **Planning** from the main menu.
2. Click **Upload Strategic Plan** from the submenu.
3. Click **Add** from the left toolbar.
4. Enter a name for the uploaded plan to identify it by in the **Plan Name*** field.
5. The **Plan Status*** automatically defaults to ***Active***.
6. Enter the **Year Plan Was First Developed*** as yyyy.
7. Enter the **Year Plan Was Last Updated** as yyyy.

Upload Strategic Plan
This section is required for both SABG and SPF SIG sub-recipients. To upload a Strategic/Action Plan in Word, Excel or Adobe (PDF) format, select "Add", fill in the required fields, Click "Browse," select the file to upload and click "Open," then click "Upload." Once the file has uploaded, click "Save." To view a plan, click "View" or "Edit." Providers can only access their own plan.
Hide Page Info
* Indicates Required Field
Cancel
Save
Print
Plan Name
Plan Status
Active
Plan Expiration Year (yyyy)
Year Plan Was First Developed (yyyy)
Year Plan Was Last Updated (yyyy)

(This is a screenshot displaying the Strategic Plan Edit Page.)

8. Click the Browse... (**Browse**) button to search for the document you wish to upload.
    a. Click the **Open** button.
9. Type in any additional information regarding the plan in the **File Description** field.
10. Click the Upload (**Upload**) button to upload the file to KPS.
    a. A link will appear displaying the file you just uploaded. Click on the link to open the document to the right of the **Uploaded File** field.
11. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a screenshot displaying the Strategic Plan Edit Page.)

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Editing the Strategic Plan

Use these instructions to add additional files or upload a revised plan.

1. Click **Planning** from the main menu.
2. Click **Upload Strategic Plan** from the submenu.
3. From the Listing page, click the Edit button.
4. The Strategic Plan will appear in the edit mode.
5. Make any changes needed to the form.
6. Click **Save**. If you do not want to save any changes, click **Cancel**

Deleting an Uploaded Strategic Plan

1. Click **Planning** from the main menu.
2. Click **Upload Strategic Plan** from the submenu.
3. Click the Remove link next to the Strategic Plan that was uploaded.

Tips

- Previous fiscal year plans cannot be deleted. The Edit button will be replaced with a View button.

Problem Statements

This section allows you to enter statements identifying the problems that need to be addressed within your community based on assessment results.

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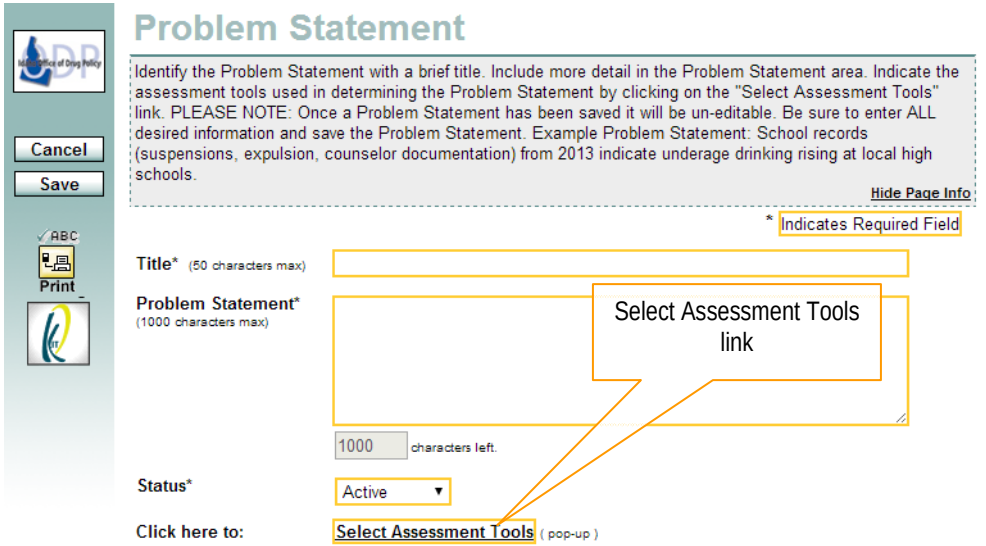
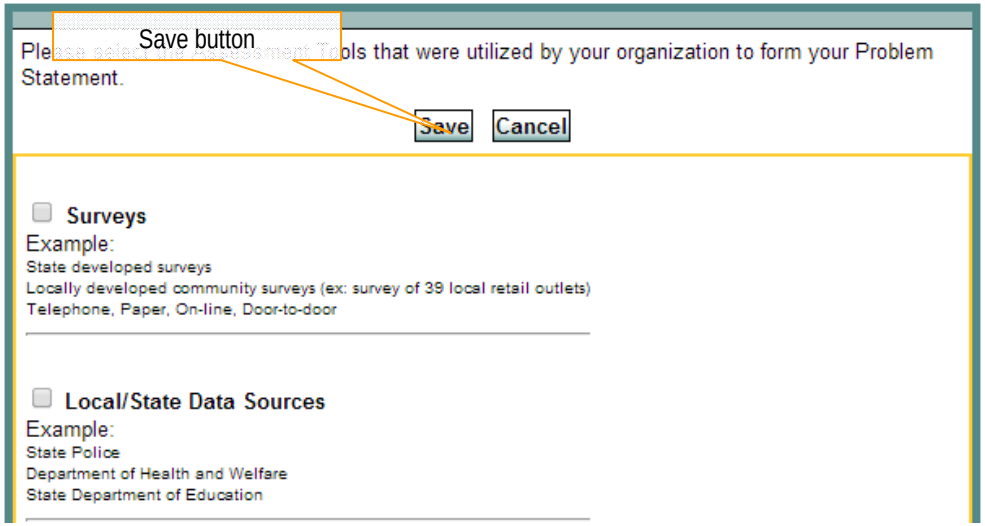
8. Click **Planning** from the main menu.
9. Click **Problem Statements** from the submenu.
10. Click **Add** from the left toolbar.
11. Enter a short description of the Problem Statement in the **Title*** field.
    *Note: This should be no longer than 50 characters.
12. Enter the **Problem Statement*** in the box.
13. The **Status*** is automatically defaults to *Active*.
14. Enter the assessment tools used to determine this problem statement by clicking the **Select Assessment Tools*** link. A new screen will appear displaying the Assessment/Evaluation Tools screen.


Problem Statement
Identify the Problem Statement with a brief title. Include more detail in the Problem Statement area. Indicate the assessment tools used in determining the Problem Statement by clicking on the "Select Assessment Tools" link. PLEASE NOTE: Once a Problem Statement has been saved it will be un-editable. Be sure to enter ALL desired information and save the Problem Statement. Example Problem Statement: School records (suspensions, expulsion, counselor documentation) from 2013 indicate underage drinking rising at local high schools.
Hide Page Info
Cancel
Save
Print
* Indicates Required Field
Title* (50 characters max)
Problem Statement* (1000 characters max)
Select Assessment Tools link
1000 characters left.
Status*
Active
Click here to:
Select Assessment Tools (pop-up)

(This is a screenshot displaying the Problem Statement Edit Page.)

   a. Select the assessment tool(s) that was used to conduct the needs assessment by checking the box next to the assessment tool name (e.g., Surveys, Local/State Data Sources, etc.).
      i. To remove an assessment tool, uncheck the assessment tool name.
   b. A box will appear asking for details regarding that assessment tool. Enter the appropriate information in the box.
   c. Click **Save**. If you do not want to save any changes, click **Cancel**.
   d. The Assessment Tools screen will close and you are returned to the Problem Statement screen.

8. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a screenshot displaying the Assessment Tools page. This is a partial screenshot.)

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Tips

- The **Title** is a short description to identify the **Problem Statement** for reports and searching purposes.

Editing the Problem Statement

1. Click **Assessment** from the main menu.
2. Click **Problem Statements** from the submenu.
3. From the Listing page, select the **Problem Statement** that you wish to edit by clicking the Select button.
4. The **Problem Statement** will appear in the edit mode. The Title and Problem Statement cannot be changed.
    a. Status
        i. *Active*: currently in use.
        ii. *Inactive*: no longer in use.
    b. Assessment Tool
        i. Remove all the assessment tools by clicking the "Remove" button or click on "Select Assessment Tools" and add or remove individual assessment tools by checking or un-checking appropriate assessment boxes.
5. Make any changes needed to the form.
6. Click **Save**. If you do not want to save any changes, click **Cancel**.

Tips

- You will not be able to edit a Problem Statement once services/activities have been reported.

Deleting the Problem Statement

Problem Statements cannot be deleted.

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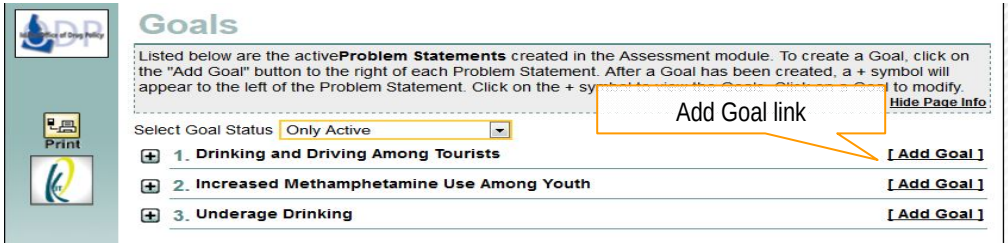
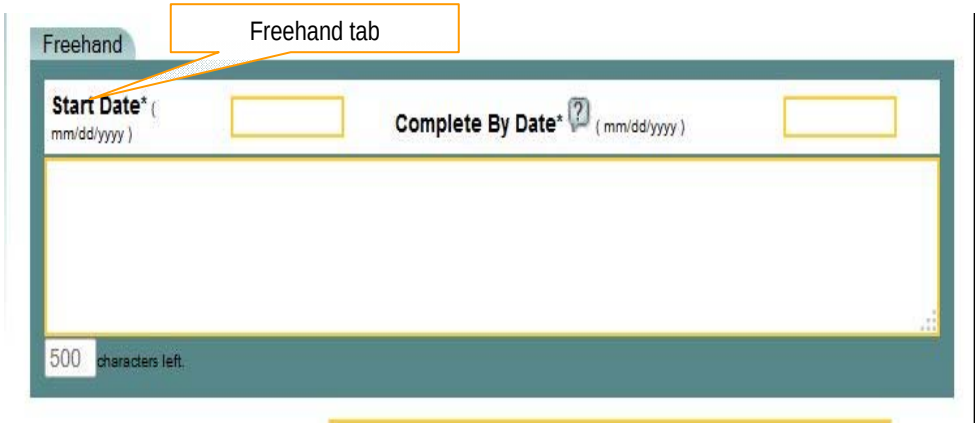
Goals

All goals will be linked to a Problem Statement that was created in the Assessment module. Use the instructions below to add a goal to a specific Problem Statement:

1. Click **Planning** from the main menu.
2. Click **Goals** from the submenu.
3. Click **Add Goal** to the right of the appropriate Problem Statement.


Goals
Listed below are the active Problem Statements created in the Assessment module. To create a Goal, click on the "Add Goal" button to the right of each Problem Statement. After a Goal has been created, a + symbol will appear to the left of the Problem Statement. Click on the + symbol to view the Goals. Click on a Goal to modify.
Hide Page Info
Add Goal link
Print
Select Goal Status Only Active
1. Drinking and Driving Among Tourists [Add Goal]
2. Increased Methamphetamine Use Among Youth [Add Goal]
3. Underage Drinking [Add Goal]

(This is a sample screenshot displaying the Goals Listing Page. This is a partial screenshot.)



4. To enter Goals, click on the Freehand tab.
   a. Enter the **Start Date*** of this Goal as mm/dd/yyyy.
   b. Enter the **Complete By Date*** as mm/dd/yyyy.
   c. Type in the Goal.

(This is a screenshot displaying the Goals Edit Page.)

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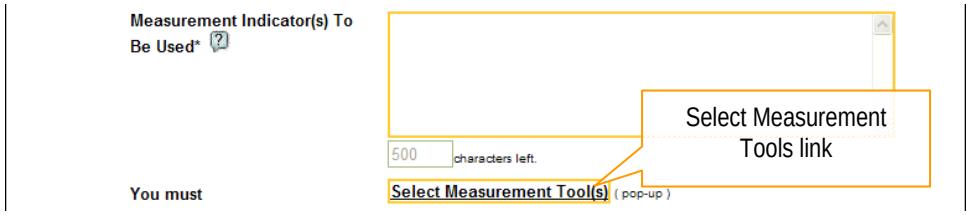
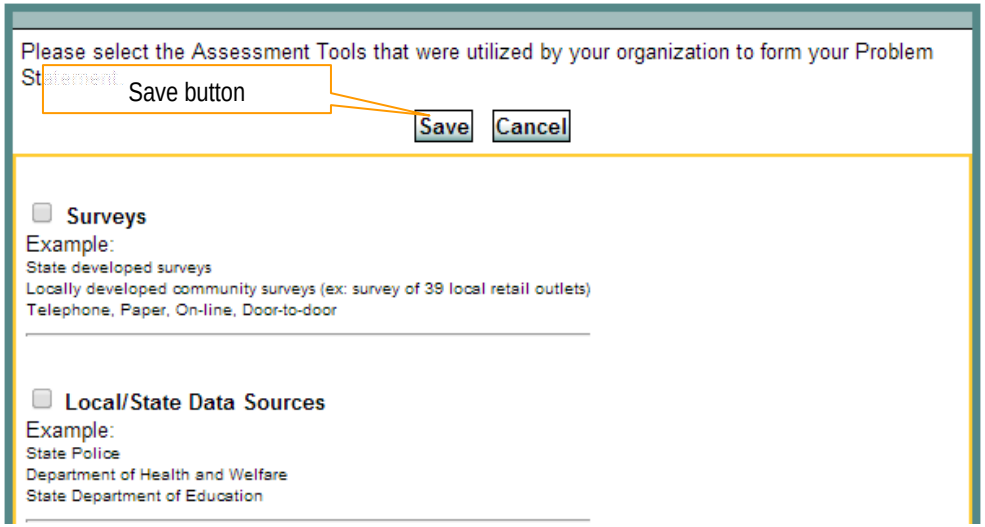
5. Enter the Measurement Indicator(s) to Be Used* to evaluate this goal.
6. Enter the measurement tools used by clicking the Select Measurement Tools* link. A new screen will appear displaying the Measurement Tools screen.


Measurement Indicator(s) To Be Used*
500 characters left.
You must
Select Measurement Tool(s) (pop-up)
Select Measurement Tools link

(This is a screenshot displaying the Goals Edit Page.)

   a. Select the measurement tool(s) that was used by checking the box next to the measurement tool name (e.g., Surveys, Local/State Data Sources, etc.).
      i. To remove a measurement tool, uncheck the tool name.
   b. A box will appear asking for details regarding that measurement tool. Enter the appropriate information in the box.
   c. Click Save. If you do not want to save any changes, click Cancel.
   d. The Measurement Tools screen will close and you are returned to the Problem Statement screen.



(This is a screenshot displaying the Assessment Tools page. This is a partial screenshot.)

7. Enter the Responsible Party*.
8. If applicable, enter any additional information regarding this goal in the Notes field.
9. Click Save. If you do not want to save any changes, click Cancel

(This is a screenshot displaying the Goals Edit Page.)

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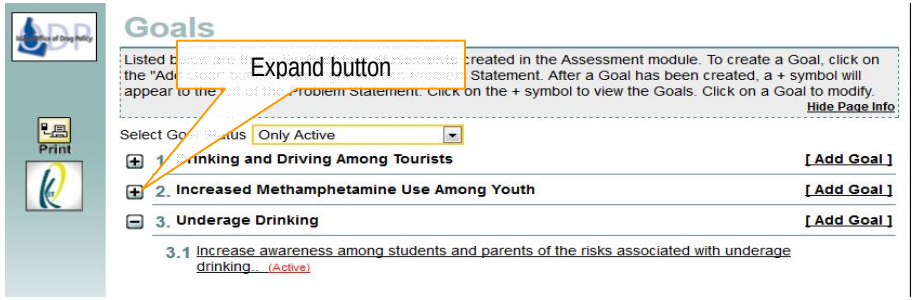
Editing a Goal

1. Click **Planning** from the main menu.
2. Click **Goals** from the submenu.
3. From the Listing page, click on the ⊞ next to the appropriate Problem Statement to view all of the Goals associated with that Problem Statement.
   *Note: Once the goals are in view, the ⊞ becomes a ⊟.
4. Click on the goal link (e.g., 1.1) to open the goal that you wish to edit.
5. The goal will appear in the edit mode. Only the Start Date and Complete By Date, the Measurement Indicators, Measurement Tools, Responsible Party and Notes fields can be edited.
6. Make any changes needed to the form.
7. Click **Save**. If you do not want to save any changes, click **Cancel**.


Goals
Expand button
created in the Assessment module. To create a Goal, click on
Statement. After a Goal has been created, a + symbol will
Problem Statement. Click on the + symbol to view the Goals. Click on a Goal to modify.
Hide Page Info
Print
Only Active
[Add Goal]
2. Increased Methamphetamine Use Among Youth
[Add Goal]
3. Underage Drinking
[Add Goal]
3.1 Increase awareness among students and parents of the risks associated with underage drinking... (Active)

(This is a sample screenshot displaying the Goals Listing Page. This is a partial screenshot.)

Tips

- You will not be able to edit an entire Goal once services/activities have been reported for any objective linked to it. Only the Start Date and Complete By Date, the Measurement Indicators, Measurement Tools, Responsible Party and Notes fields can be edited.

Deleting a Goal

A goal cannot be deleted once it has been saved.

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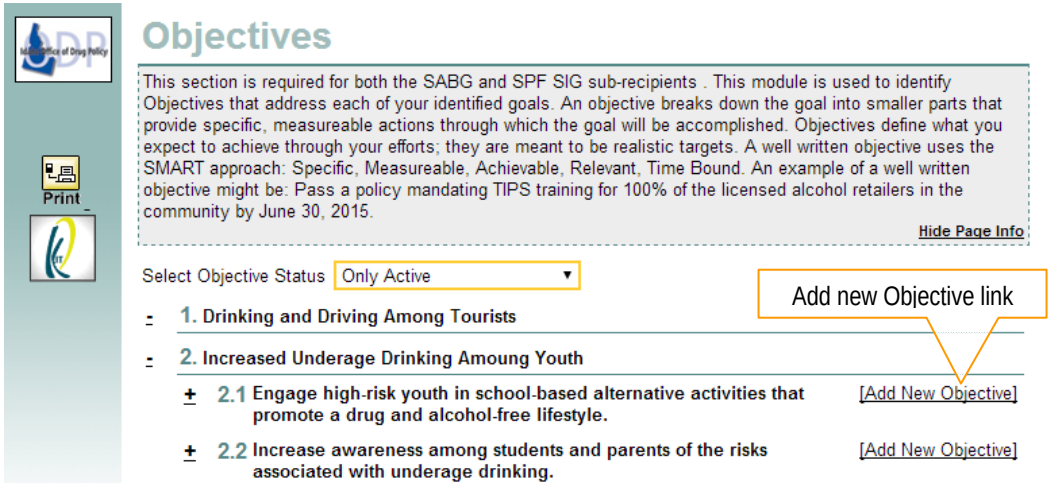
Objectives

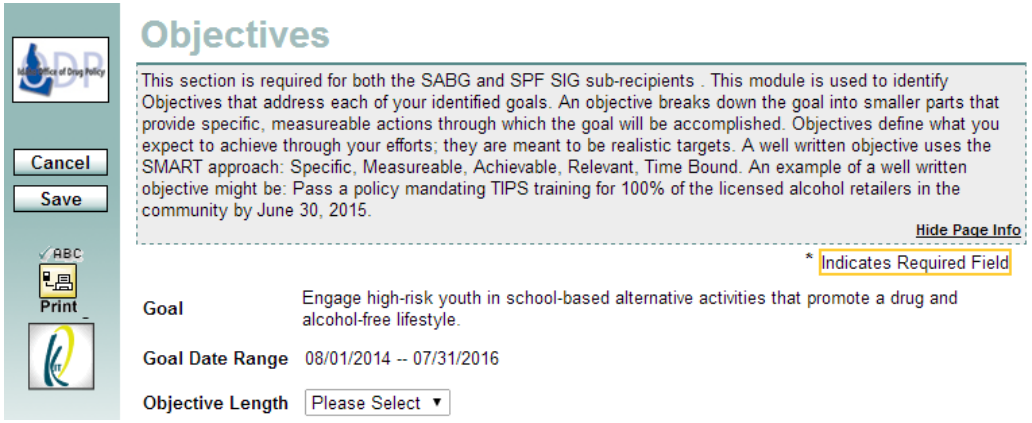
Objectives are linked to a Goal. The Objectives page is similar to the Goal page in regards to entering the data. Use the instructions below to enter an Objective.

1. Click **Planning** from the main menu.
2. Click **Objectives** from the submenu.
3. Click **Add New Objective** to the right of the appropriate Goal.


Print
Objectives
This section is required for both the SABG and SPF SIG sub-recipients . This module is used to identify Objectives that address each of your identified goals. An objective breaks down the goal into smaller parts that provide specific, measureable actions through which the goal will be accomplished. Objectives define what you expect to achieve through your efforts; they are meant to be realistic targets. A well written objective uses the SMART approach: Specific, Measureable, Achievable, Relevant, Time Bound. An example of a well written objective might be: Pass a policy mandating TIPS training for 100% of the licensed alcohol retailers in the community by June 30, 2015.
Hide Page Info
Select Objective Status
Only Active
Add new Objective link
1. Drinking and Driving Among Tourists
2. Increased Underage Drinking Amoung Youth
2.1 Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free lifestyle.
[Add New Objective]
2.2 Increase awareness among students and parents of the risks associated with underage drinking.
[Add New Objective]

(This is a sample screenshot displaying the Objectives Listing Page. This is a partial screenshot.)

4. Select the **Objective Length** of this Objective.


Cancel
Save
Print
Objectives
This section is required for both the SABG and SPF SIG sub-recipients . This module is used to identify Objectives that address each of your identified goals. An objective breaks down the goal into smaller parts that provide specific, measureable actions through which the goal will be accomplished. Objectives define what you expect to achieve through your efforts; they are meant to be realistic targets. A well written objective uses the SMART approach: Specific, Measureable, Achievable, Relevant, Time Bound. An example of a well written objective might be: Pass a policy mandating TIPS training for 100% of the licensed alcohol retailers in the community by June 30, 2015.
Hide Page Info
* Indicates Required Field
Goal
Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free lifestyle.
Goal Date Range
08/01/2014 -- 07/31/2016
Objective Length
Please Select

(This is a sample screenshot displaying the Objectives Edit Page.)

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5. To enter an increase/decrease **Objective**, click on the Builder tab to display the Objective Builder Utility.
    a. Enter the **Start Date*** of this Objective as mm/dd/yyyy.
    b. Enter the **Complete By Date*** as mm/dd/yyyy.
    c. Choose either *Increase* or *Decrease* from the **Verb*** dropdown list.
    d. Enter the **Indicator***.
    e. Enter the **Target Group***.
    f. Insert values for baseline and desired outcome in the **Range From*** and **To*** fields.
    g. Select **Percent**, **Mean**, or **Total**.
    h. If the baseline value is an estimate, place your cursor over the box and left click your mouse to place a checkmark in the box.
    *Note: Actual baseline values will need to be reported in the evaluation module.

6. If applicable, enter the **Measurement Indicator(s) to Be Used** to evaluate this objective.
7. Enter the measurement tools used by clicking the Select Measurement Tools link. A new screen will appear displaying the Measurement Tools screen.

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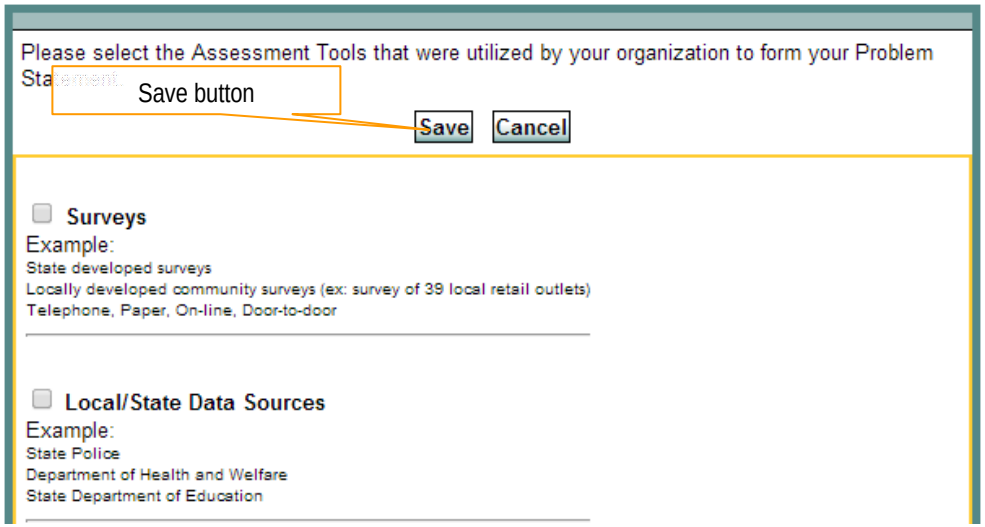
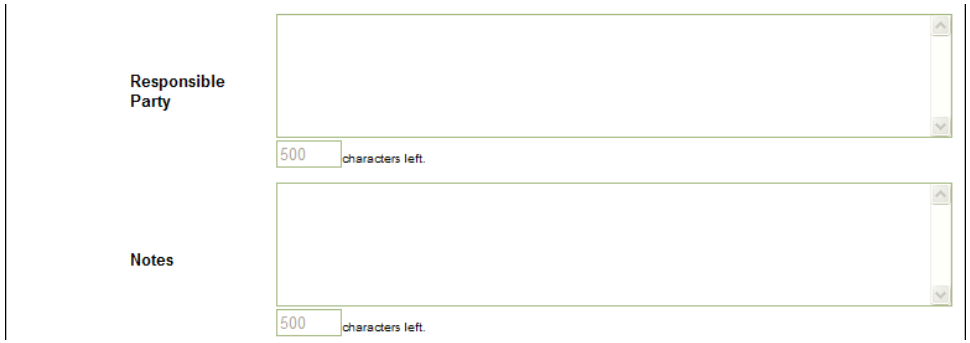
a. Select the measurement tool(s) that was used by checking the box next to the measurement tool name (e.g., Surveys, Local/State Data Sources, etc.).
    i. To remove a measurement tool, uncheck the tool name.
b. A box will appear asking for details regarding that measurement tool. Enter the appropriate information in the box.
c. Click **Save**. If you do not want to save any changes, click **Cancel**.
d. The Measurement Tools screen will close and you are returned to the Problem Statement screen.



(This is a screenshot displaying the Assessment Tools Screen. This is a partial screenshot.)

8. If applicable, enter the **Responsible Party**.
9. If applicable, enter any additional information regarding this objective in the **Notes** field.
10. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a sample screenshot displaying the Objectives Edit Page.

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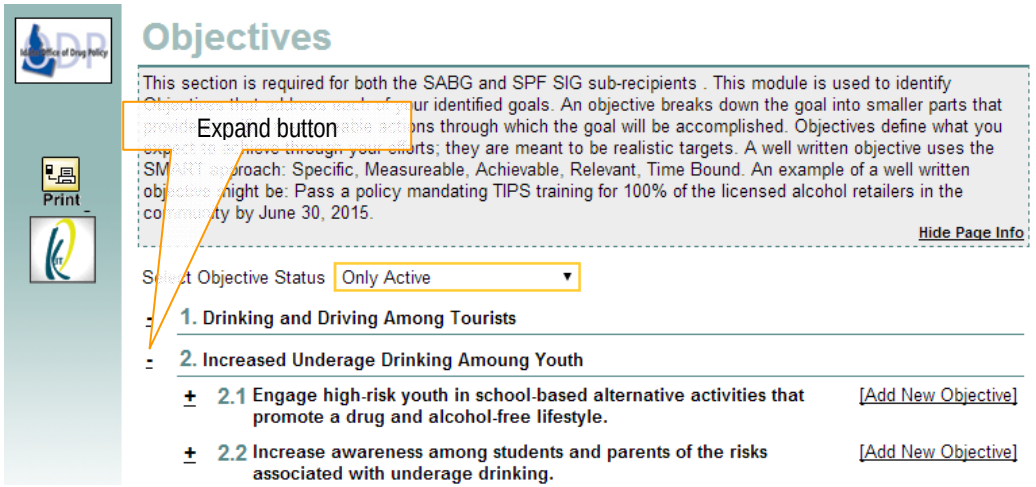
Editing an Objective

1. Click **Planning** from the main menu.
2. Click **Objectives** from the submenu.
3. From the Listing page, click on the ⊞ next to the appropriate Goal to view all of the Objectives associated with that Goal.
   *Note: Once the goals are in view, the ⊞ becomes a ⊟.
4. Click on the Objective link (e.g., 2.1) to open the Objective that you wish to edit.
5. The Objective will appear in the edit mode. Only the Start Date and Complete By Date, the Measurement Indicators, Measurement Tools, Responsible Party and Notes fields can be edited.
6. Make any changes needed to the form.
7. Click **Save**. If you do not want to save any changes, click **Cancel**.


Objectives
This section is required for both the SABG and SPF SIG sub-recipients . This module is used to identify
identified goals. An objective breaks down the goal into smaller parts that
ns through which the goal will be accomplished. Objectives define what you
rts; they are meant to be realistic targets. A well written objective uses the
oach: Specific, Measureable, Achievable, Relevant, Time Bound. An example of a well written
ight be: Pass a policy mandating TIPS training for 100% of the licensed alcohol retailers in the
ty by June 30, 2015.
Hide Page Info
Expand button
Print
t Objective Status
Only Active
1. Drinking and Driving Among Tourists
2. Increased Underage Drinking Amoung Youth
2.1 Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free lifestyle.
[Add New Objective]
2.2 Increase awareness among students and parents of the risks associated with underage drinking.
[Add New Objective]
(This is a sample screenshot displaying the Objectives Listing Page. This is a partial screenshot.)

Tips

- You will not be able to edit an entire Objective once services/activities have been reported against it. Only the Start Date and Complete By Date, the Measurement Indicators, Measurement Tools, Responsible Party and Notes fields can be edited.

Deleting an Objective

An objective cannot be deleted once it is saved.

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IMPLEMENTATION

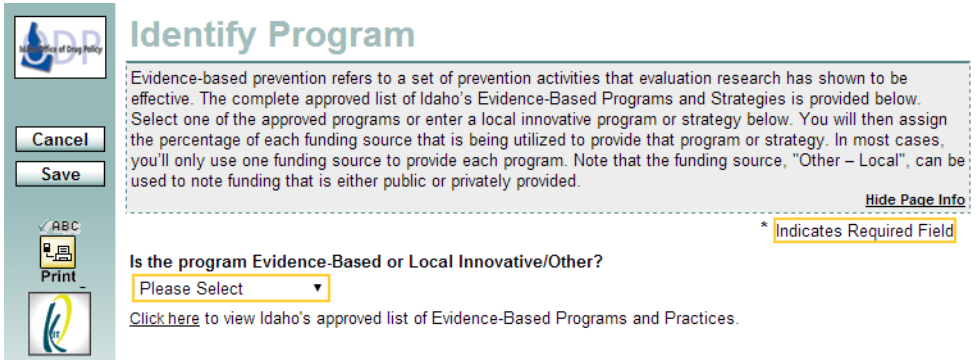
Implementing the prevention plan is done in the Implementation module.

Program Management

There are three categories under Program Management. Within Program Management, a Provider is able to register their programs, groups, and their participants.

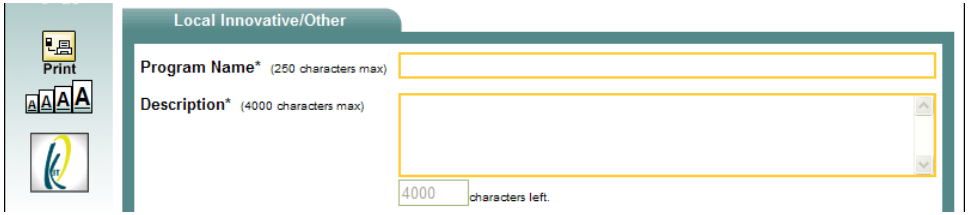
Identifying a Program

1. Click **Implementation** from the main menu.
2. Click **Program Management** from the submenu.
3. Click **Identify Programs** from the category list.
4. Click **Add** from the left toolbar.
5. There are two types of programs that can be registered in the Identify Programs module, *Evidence-Based* or *Local Innovative/Other*.
   Use the dropdown list to select the type of program you wish to register.


Identify Program
Cancel
Save
Print
Evidence-based prevention refers to a set of prevention activities that evaluation research has shown to be effective. The complete approved list of Idaho's Evidence-Based Programs and Strategies is provided below. Select one of the approved programs or enter a local innovative program or strategy below. You will then assign the percentage of each funding source that is being utilized to provide that program or strategy. In most cases, you'll only use one funding source to provide each program. Note that the funding source, "Other – Local", can be used to note funding that is either public or privately provided.
Hide Page Info
* Indicates Required Field
Is the program Evidence-Based or Local Innovative/Other?
Please Select
Click here to view Idaho's approved list of Evidence-Based Programs and Practices.

(This is a screenshot displaying the Identify Programs Edit Page.)

6. If you selected **Local Innovative/Other**, use the following instructions:
   a. Enter the **Program Name***.
   b. Enter the **Description*** of the program.



(This is a screenshot displaying the Identify Programs Edit Page.)

Tips

- A program must be identified in order to report services.

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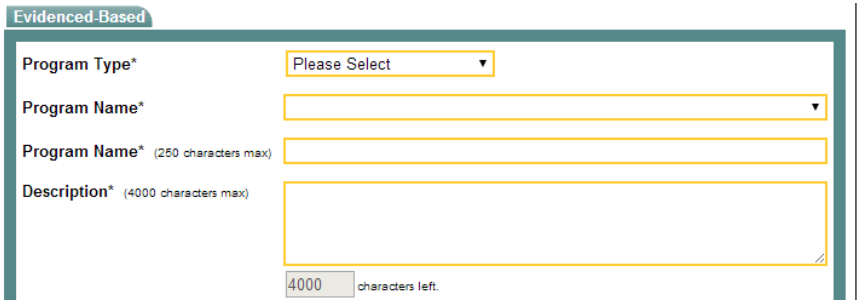
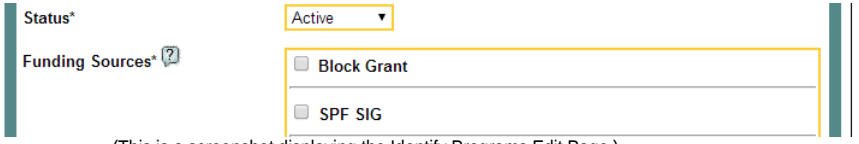
7. If you selected **Evidence-Based**, use the following instructions:
    a. Select the program type from the **Program Type** the dropdown list.
    b. Select the **Program Name*** from the dropdown list.
    *Note: Selections for this dropdown list will be available once a **Program Type** has been selected.
    c. The second **Program Name*** field will automatically fill in with what was selected from the first **Program Name** field. This field is used for modifications to the **Program Name**.
    d. Enter a description of the program in the **Description*** field.



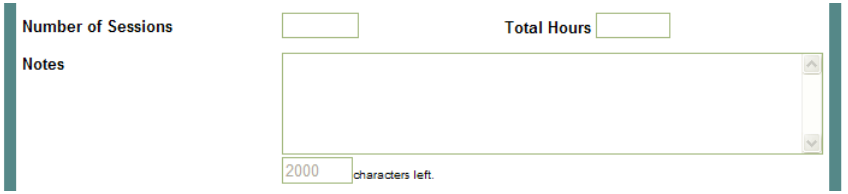
(This is a screenshot displaying the Identify Programs Edit Page.)

8. The **Status*** automatically defaults to ***Active***.
9. Select the **Funding Sources** you will be using for this Program.
    a. A box will appear to the right of the selected funding source asking you to enter a % **of total program funding**.



(This is a screenshot displaying the Identify Programs Edit Page.)

10. If desired, enter in the **Number of Sessions** and **Total Hours**.
11. Type in any additional information regarding this Program in the **Notes** field.
12. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a screenshot displaying the Identify Programs Edit Page.)

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Editing Programs

1. Click **Implementation** from the main menu.
2. Click **Program Management** from the submenu.
3. Click **Identify Programs** from the category list.
4. From the Listing page, select the Program that you wish to edit by clicking the Select button.
5. The Program will appear in the edit mode.
6. Make any changes needed to the form.
    a. **Status***
        i. *Active*: program is currently in use.
        ii. *Inactive*: program is no longer in use.
7. Click **Save**. If you do not want to save any changes, click **Cancel**.

Deleting Programs

1. Click **Implementation** from the main menu.
2. Click **Program Management** from the submenu.
3. Click **Identify Programs** from the category list.
4. From the Listing page, select the Program that you wish to delete by clicking the Select button.
5. The Program will appear in the edit mode.
6. Click **Delete** from the left toolbar.
7. Click **OK** when asked "Are you sure?". If you do not want to delete this program, click **Cancel**.

Tips

- You will not be able to delete a Program if a service/activity or a group has been reported against it. You will need to change the status to *Inactive*.

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Identifying Groups

To prevent duplicated counts in recurring services/activities, you should identify a group.

1. Click **Implementation** from the main menu.
2. Click **Program Management** from the submenu.
3. Click **Identify Groups** from the category list.
4. Click **Add Group** to the right of the appropriate Program.

Identify Groups
Listed below are the Programs identified. To link a new Group to a Program, click "Add Group" next to the appropriate Program and complete the screen. To view or edit a previously created Group, click on the name of the Group.
Hide Page Info
1. Across Ages
[Add Group]

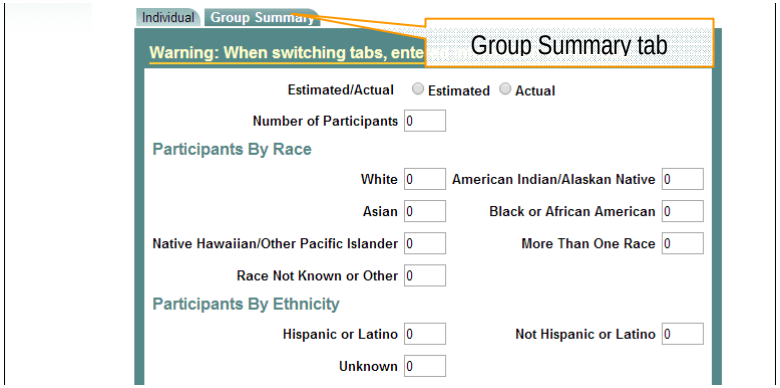
(This is a sample screenshot displaying the Identify Groups Listing Page. This is a partial screenshot.)

5. Type in the name of the group to identify it by in the **Group Name*** field.
   *Note: This should be no longer than 50 characters.
6. Enter a description of the group in the **Group Description*** field.
7. Enter the date of when the group was formed in the **Date Established** field as mm/dd/yyyy.
8. The **Status*** automatically defaults to *Active*.
9. There are two types of groups that can be registered in the Identify Groups module, **Individual** or **Group Summary**. Select the type of group you wish to register.

Identify Group
Groups may be identified by individual participants, or a summary of the group's demographics may be used. Do not enter personally identifiable information such as participant names into the group name or description fields.
Hide Page Info
Cancel
Save
Print
* Indicates Required Field
Program Name*
Communities Mobilizing for Change on Alcohol (CMCA)
Group Name* (50 characters max)
Group Description*
2000 characters left.
Date Established (mm/dd/yyyy)
Status*
Active

(This is a sample screenshot displaying the Identify Groups Edit Page.)

10. If you selected **Group Summary**, use the following instructions:
    a. Select whether the numbers being entered are an estimation using the **Estimated/Actual** radio buttons.
    b. Enter the total **Number of Participants** for this group.
    c. Enter the number of **Participants By Race**.
    d. Enter the number of **Participants By Ethnicity**.
    e. Enter the number of **Participants By Gender**.
    f. Enter the number of **Participants By Age Group**.



(This is a sample screenshot displaying the Identify Groups Edit Page.)

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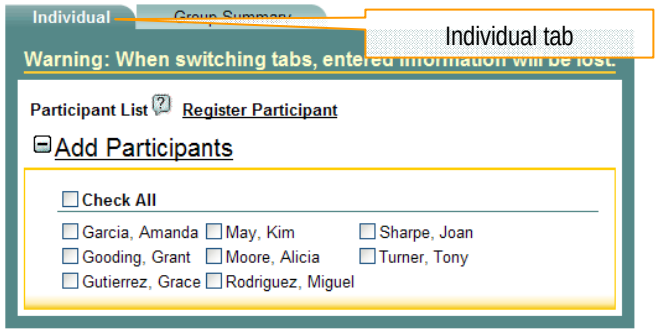
11. If you selected Individual, use the following instructions:
    a. Click on the ⊞ next to Add Participants to view all of the participants registered.
       Note: Once the participants are in view, the ⊞ becomes a ⊟.
    b. Select the participant(s) to be member's of the group by checking the box next to the participants' names.
       *Note: If all participants are members of the group, clicking the Check All selection will check all of the participant names.
        i. To remove a participant, uncheck the participant's name.



(This is a sample screenshot displaying the Identify Groups Edit Page.)

12. Click Save. If you do not want to save any changes, click Cancel.

Tips

- Determine a unique naming structure for the Group Names prior to data entry to ensure consistency.
- Group information cannot be decreased once a service/activity has been added to KPS.
- The group Status can be changed to *Inactive* ONLY if a group series (under Recurring Services) is set to *Cancelled* or *Completed* OR if the Recurring Strategy is set to *Cancelled* or *Completed* (regardless of the Status of the group series).

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Editing Groups

1. Click **Implementation** from the main menu.
2. Click **Program Management** from the submenu.
3. Click **Identify Groups** from the category list.
4. From the Listing page, click on the ⊞ next to the appropriate Program to view all of the Groups associated with that Program.
   *Note: Once the groups are in view, the ⊞ becomes a ⊟.
5. Click on the group link (e.g., 1.1) to open the group that you wish to edit.
6. The group will appear in the edit mode.
7. Make any changes needed to the form.
   a. Status*
      i. *Active*: Group is currently in use.
      ii. *Inactive*: Group is no longer in use.
8. Click **Save**. If you do not want to save any changes, click **Cancel**.

Expand button
5. Communities Mobilizing for Change on Alcohol (CMCA)
[Add Group]
5.1 Group A
5.2 Sequoia 9th Grade – Spring 14/15Term
5.3 Sequoia HS – Fall 14/15 Term

(This is a sample screenshot displaying the Identify Groups Listing Page. This is a partial screenshot.)

Tips

- Once a group is set up and saved, either with individual participants or a group summary, you will not be able to change the group type (Individual or Group Summary) when in edit mode.
- You will not be able to remove individual participants or reduce the total number in the Group Summary if a service/activity has been reported against it. You will be able to add individual participants, increase the total number in the Group Summary, or make an individual participant *Inactive*.

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Deleting Groups

1. Click **Implementation** from the main menu.
2. Click **Program Management** from the submenu.
3. Click **Identify Groups** from the category list.
4. From the Listing page, click on the ⊞ next to the appropriate Program to view all of the Groups associated with that Program.
   *Note: Once the groups are in view, the ⊞ becomes a ⊟.
5. Click on the group link (e.g., 1.1) to open the group that you wish to delete.
6. The group will appear in the edit mode.
7. Click **Delete** from the left toolbar.
8. Click **OK** when asked "Are you sure?". If you do not want to delete this program, click **Cancel**.

Tips

- You will not be able to delete a group if participants have been assigned to it. In these instances, mark the group as ***Inactive***.

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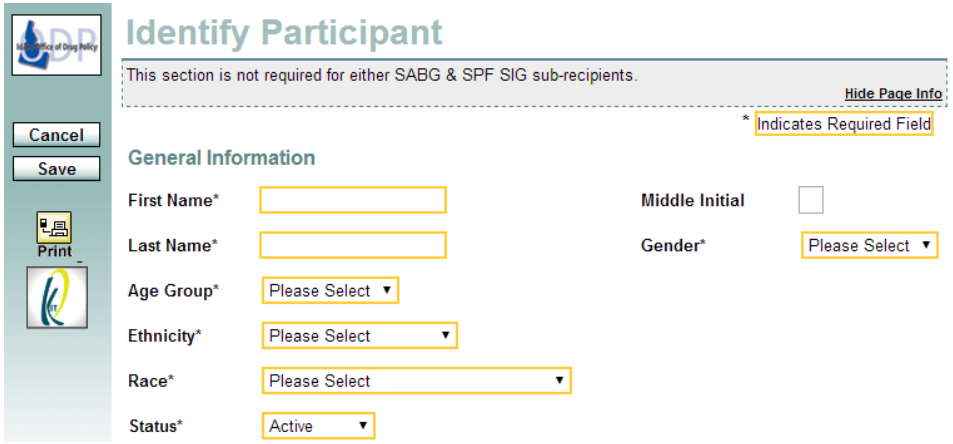
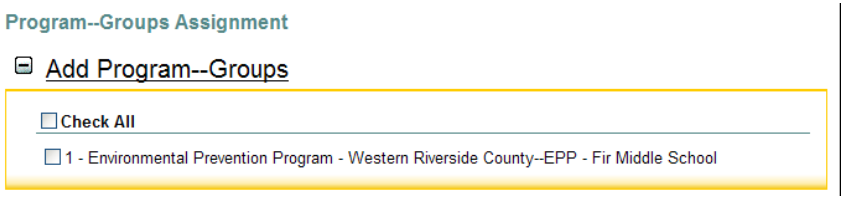
Identifying Participants

1. Click **Implementation** from the main menu.
2. Click **Program Management** from the submenu.
3. Click **Identify Participants** from the category list.
4. Click **Add** from the left toolbar.
5. Type in the participant's **First*** and **Last Name***.
6. Select the participant's **Gender*** from the dropdown field.
7. Select the participant's **Birth Date*** from the dropdown field.
8. Select the participant's **Ethnicity*** from the dropdown list.
9. Select the participant's **Race*** from the dropdown list.
10. The **Status*** automatically defaults to ***Active***.
11. If desired, enter in the Additional Information.
12. If you know the participant's Contact and/or Emergency Contact Information, you can fill them into the appropriate fields.

13. Select the Program-Group pairs to be assigned to this participant from the Program—Groups Assignment section.
    a. Click on the ⊞ next to **Add Program--Groups** to view all of the Program-Group pairs registered.
       *Note: Once the members are in view, the ⊞ becomes a ⊟.
    b. Select those Program-Group pairs to be assigned to this participant by checking the box next to the Program-Group pair name.
       *Note: If all Program-Group pairs are to be assigned, clicking the **Check All** selection will check all of the Program-Group pair names.
       i. To remove a Program-Group pair, uncheck the Program-Group pair name.
14. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a screenshot displaying the Identify Participants Edit Page.)


Program--Groups Assignment
Add Program--Groups
Check All
1 - Environmental Prevention Program - Western Riverside County--EPP - Fir Middle School

(This is a sample screenshot displaying the Identify Participants Edit Page.)

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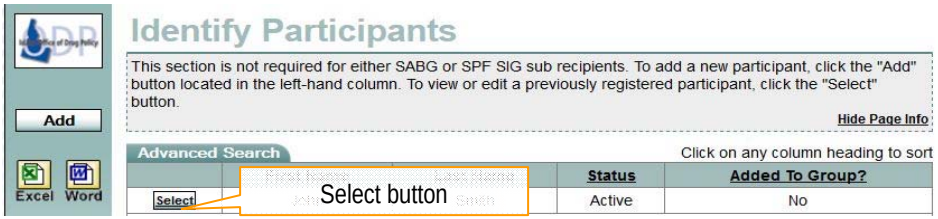
Editing Participant Information

1. Click **Implementation** from the main menu.
2. Click **Program Management** from the submenu.
3. Click **Identify Participants** from the category list.
4. From the Listing page, select the participant that you wish to edit by clicking the Select button.
5. The participant will appear in the edit mode.
6. Make any changes needed to the form.
    a. Status*
        i. *Active*: participant is currently attending programming.
        ii. *Inactive*: participant is no longer attending programming.
7. Click **Save**. If you do not want to save any changes, click **Cancel**.


Identify Participants
This section is not required for either SABG or SPF SIG sub recipients. To add a new participant, click the "Add" button located in the left-hand column. To view or edit a previously registered participant, click the "Select" button.
Hide Page Info
Add
Excel
Word
Advanced Search
Click on any column heading to sort
Status
Added To Group?
Select
Active
No
Select button

(This is a sample screenshot displaying the Identify Participants Listing Page. This is a partial screenshot.)

Deleting Participant Information

1. Click **Implementation** from the main menu.
2. Click **Program Management** from the submenu.
3. Click **Identify Participants** from the category list.
4. From the Listing page, select the participant that you wish to delete by clicking the Select button.
5. The participant will appear in the edit mode.
6. Click **Delete** from the left toolbar.
7. Click **OK** when asked "Are you sure?". If you do not want to delete this item, click **Cancel**.

Tips

- You will not be able to delete individual participants if they have been assigned to a group and a recurring service has been reported against it. In these instances, mark the individual participant to *Inactive*.

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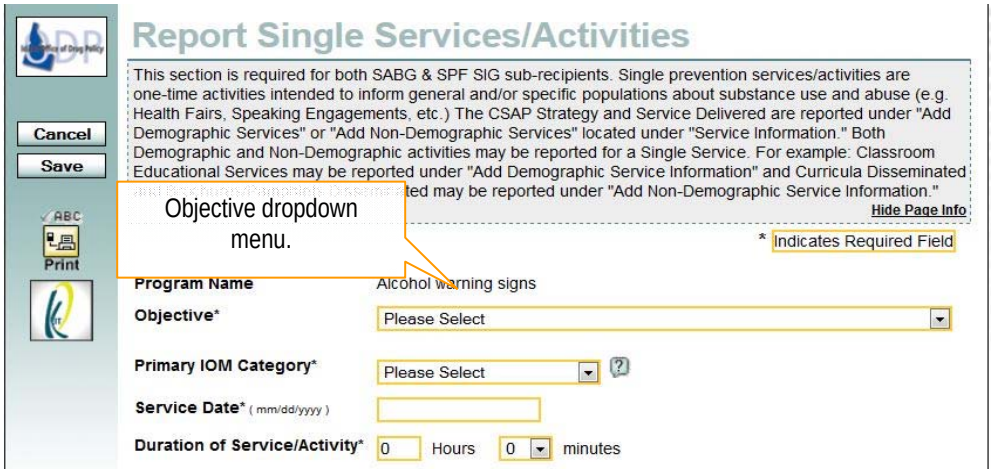
Reporting Single Services

A Single Service/Activity is a one-time occurrence. Single Services/Activities are directly associated with a Program that was registered in the Identify Programs module.

1. Click **Implementation** from the main menu.
2. Click **Report Single Services** from the submenu.
3. Click **Add Single Service Event** to the right of the appropriate Program.
   *Note: If the program is evidence–based, a message will ask if you wish to continue.

(This is a sample screenshot displaying the Single Service Activities Listing Page. This is a partial screenshot.)

4. In the **Select Objective*** section, scroll to find the Obectivel and use the dropdown menu to select the desired objective..
   *Note: This list populates from the objectives section.
5. Select the **Primary IOM Category*** of this event.
   a. *Indicated*: targets high risk individuals and/or those individuals exhibiting signs of early substance use
   b. *Selective*: targets subsets of the total population with high risk factors
   c. *Universal:* targets the entire population or demographic subset, not based on risk
6. Enter the date of the event from the **Service Date*** field as mm/dd/yyyy.
7. Enter the **Duration of Service/Activity***.
   *Note: You may leave a zero in one of the fields, but at least one of the fields must have an amount higher than zero.
   a. Enter the number of hours in the **Hours** field.
   b. Select any *minutes* from the dropdown list.
8. Enter the **Service Population*** by clicking the Add Service Population link. A new screen will appear displaying the Service Population screen.



(This is a sample screenshot displaying the Single Service Activities Edit Page.)

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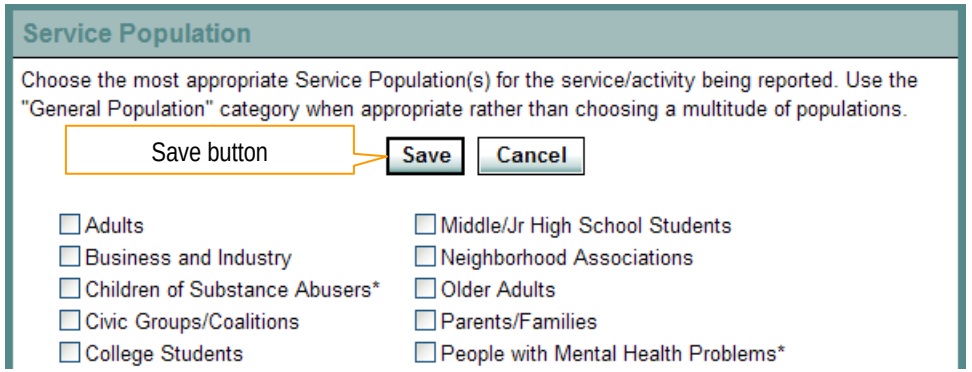
a. Select the population(s) you wish to add to this event by checking the box next to the population name.
*Note: If all populations need added, select "General Population" from the list.
   i. To remove a population, uncheck the population name.

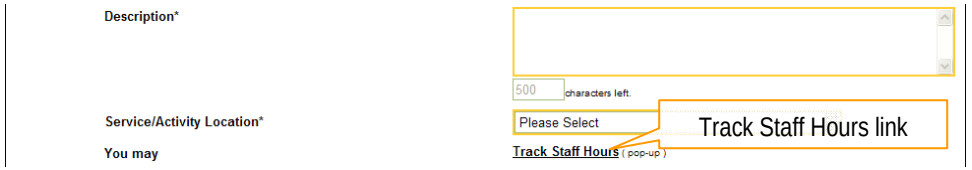
b. Click **Save**. If you do not want to save any changes, click **Cancel**.

c. The Service Population screen will close and you are returned to the Single Services/Activities screen.



(This is a screenshot displaying the Service Population Page. This is a partial screenshot.)

9. Enter the description of the service event in the **Description*** field.
10. Select the **Service/Activity Location*** where this event took place from the dropdown list.
11. Click the Track Staff Hours link to enter Staff time. A new screen will appear displaying the Staff Hours screen.

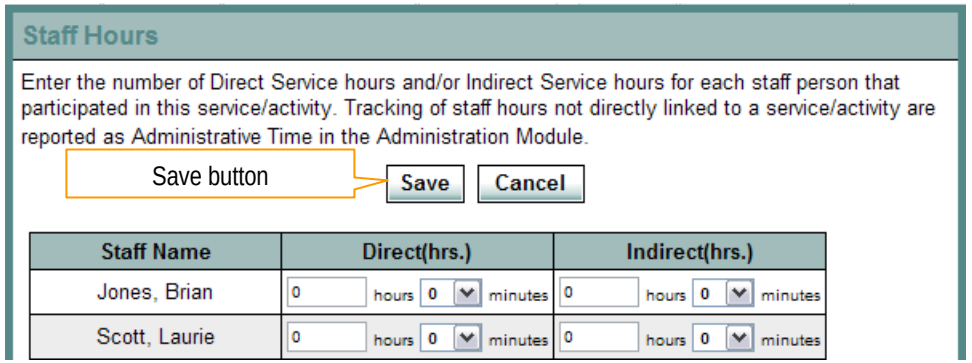


(This is a screenshot displaying the Single Service Activities Edit Page.)

a. Enter the number of **Direct (hrs)** and/or **Indirect (hrs)** next to the staff member(s) that worked on or delivered the event by entering an amount in the *hours* field and selecting any *minutes* from the dropdown list.
*Note: You may report staff time for more than one staff member who worked on the event.
   i. **Direct (hrs.)**: time spent face-to-face at the event
   ii. **Indirect (hrs.)**: time spent on preparing and/or performing follow-up duties for the event – any support time associated with the event.

b. Click **Save**. If you do not want to save any changes, click **Cancel**.

c. The Staff Hours screen will close and you are returned to the Single Services/Activities screen.


Staff Hours
Enter the number of Direct Service hours and/or Indirect Service hours for each staff person that participated in this service/activity. Tracking of staff hours not directly linked to a service/activity are reported as Administrative Time in the Administration Module.
Save button
Save
Cancel
Staff Name
Direct(hrs.)
Indirect(hrs.)
Jones, Brian
Scott, Laurie
hours
minutes

(This is a sample screenshot displaying the Staff Hours Page. This is a partial screenshot.)

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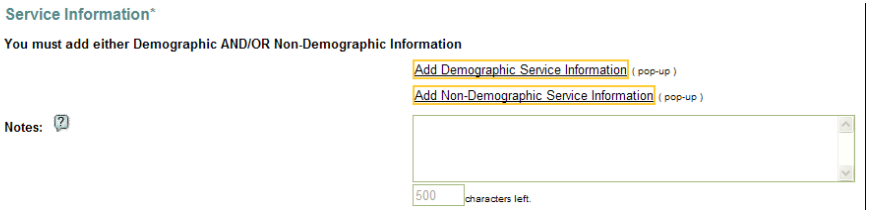
12. Enter in the Service Information*. You must add Demographic AND/OR Non-Demographic information to your event.
    *Note: For detailed information on entering in Demographic Services and/or Non-Demographic Services, see Adding Demographic and/or Non-Demographic Services.
13. If desired, enter any other information regarding this event in the **Notes** field.
14. Click **Save**. If you do not want to save any changes, click **Cancel**.

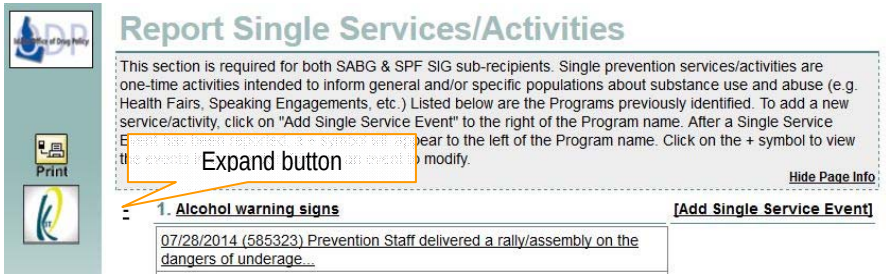

Service Information*
You must add either Demographic AND/OR Non-Demographic Information
Add Demographic Service Information (pop-up)
Add Non-Demographic Service Information (pop-up)
Notes:
500
characters left.
(This is a screenshot displaying the Single Service Activities Edit Page.)

Tips

- Once an objective is selected, it is highlighted yellow.
- From the report single service listing page, if you click on the program name, you can go directly to the program description form.
- Typically services for evidenced-based programs are entered as recurring services. If the program is evidence–based, you will be asked if you wish to continue. Click **OK** to continue or **Cancel** to go back to the previous page.

Editing Single Services/Activities

1. Click **Implementation** from the main menu.
2. Click **Report Single Services/Activities** from the submenu.
3. From the Listing page, click on the ⊞ next to the appropriate Program to view all of the services associated with that Program.
   *Note: Once the services are in view, the ⊞ becomes a ⊟.
4. Click on the service link (e.g., 1.1) to open the event that you wish to edit.
5. The services will appear in the edit mode.
6. Make any changes needed to the form.
7. Click **Save**. If you do not want to save any changes, click **Cancel**.


Report Single Services/Activities
This section is required for both SABG & SPF SIG sub-recipients. Single prevention services/activities are one-time activities intended to inform general and/or specific populations about substance use and abuse (e.g. Health Fairs, Speaking Engagements, etc.) Listed below are the Programs previously identified. To add a new service/activity, click on "Add Single Service Event" to the right of the Program name. After a Single Service
ear to the left of the Program name. Click on the + symbol to view
modify.
Hide Page Info
Print
Expand button
1. Alcohol warning signs
[Add Single Service Event]
07/28/2014 (585323) Prevention Staff delivered a rally/assembly on the dangers of underage...
(This is a sample screenshot displaying the Single Service Activities Listing Page. This is a partial screenshot.)

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Deleting Single Services/Activities

1. Click **Implementation** from the main menu.
2. Click **Report Single Services/Activities** from the submenu.
3. From the Listing page, click on the ⊞ next to the appropriate Program to view all of the services associated with that Program.
   *Note: Once the service are in view, the ⊞ becomes a ⊟.
4. Click on the service link (e.g., 1.1) to open the event that you wish to delete.
5. The services will appear in the edit mode.
6. Click **Delete** from the left toolbar.
7. Click **OK** when asked "Are you sure?". If you do not want to delete this program, click **Cancel**.

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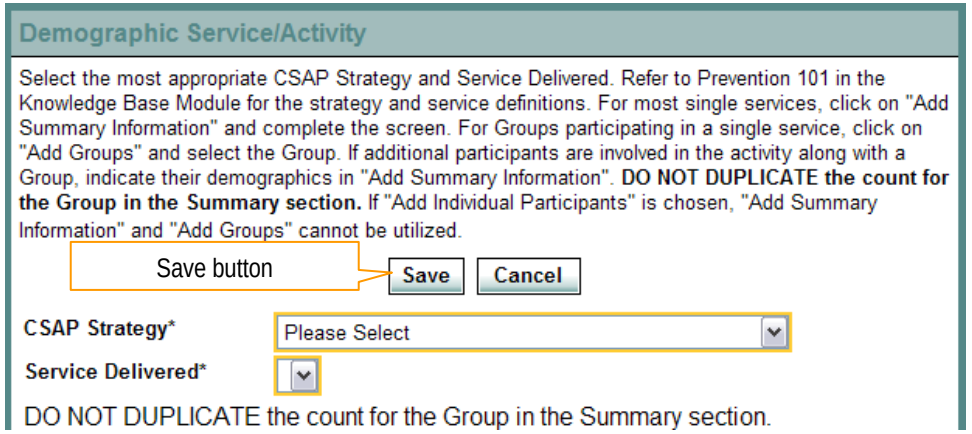
Adding Demographic and/or Non-Demographic Services

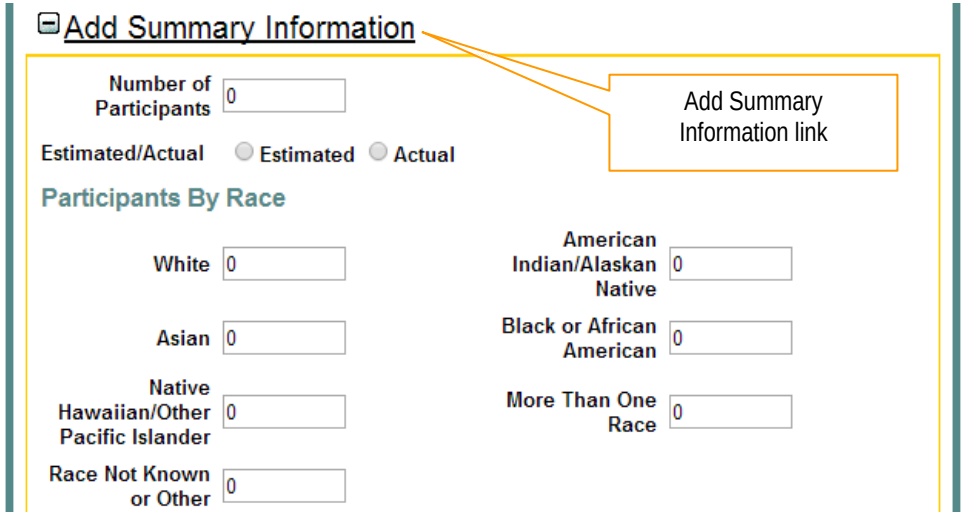
While in Reporting Single Service/Activity, you must add demographic and/or non-demographics services to your event. This is a *required* task.

Demographic services track the number of people or individual participants at a service, whereas *non-demographic* services track the number of items disseminated at a service or denote engagement in activities.

1. From the Report Single Service/Activity Screen, click the Add Demographic Service Information link.
   A new screen will appear displaying the Service/Activity Demographics screen.
2. Select the CSAP Strategy* from the dropdown list.
3. Select the Service Delivered* associated with this group from the dropdown list.
   *Note: Selections for this dropdown list will be available once a CSAP Strategy has been selected.
4. There are three types of groups that can be tracked in the Service/Activity Demographics screen, Summary Information, Groups or Individual Participants (Single Service Only). Select the type you wish to track by clicking on the ⊞.


Demographic Service/Activity
Select the most appropriate CSAP Strategy and Service Delivered. Refer to Prevention 101 in the Knowledge Base Module for the strategy and service definitions. For most single services, click on "Add Summary Information" and complete the screen. For Groups participating in a single service, click on "Add Groups" and select the Group. If additional participants are involved in the activity along with a Group, indicate their demographics in "Add Summary Information". DO NOT DUPLICATE the count for the Group in the Summary section. If "Add Individual Participants" is chosen, "Add Summary Information" and "Add Groups" cannot be utilized.
Save button
Save
Cancel
CSAP Strategy*
Please Select
Service Delivered*
DO NOT DUPLICATE the count for the Group in the Summary section.
(This is a screenshot displaying the Demographic Service Activities Edit Page.)

5. If you selected ⊞ Add Summary Information, use the following instructions:
   a. Enter the total Number of Participants for this group.
   b. Select whether the numbers being entered are an estimation using the Estimated/Actual radio buttons
   c. Enter the number of Participants By Race.
   d. Enter the number of Participants By Ethnicity.
   e. Enter the number of Participants By Gender.
   f. Enter the number of Participants By Age Group.



(This is a screenshot displaying the Demographic Service Activities Edit Page. This is a partial screenshot.)

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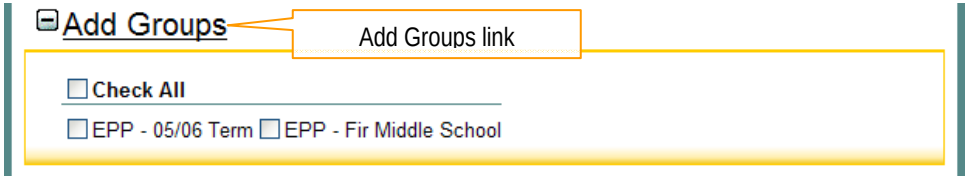
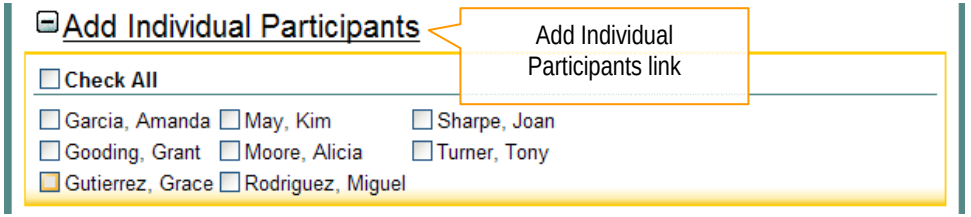
6. If you selected ⊞ Add Groups , use the following instructions:
    a. Select the group you wish to add to this event by checking the box next to the group name.
    *Note: If all groups need added, clicking the **Check All** selection will check all of the group names.
        i. To remove a group, uncheck the group name.



(This is a sample screenshot displaying the Demographic Service Activities Edit Page.)

7. If you selected ⊞ Add Individual Participants , use the following instructions:
    a. Select the participant you wish to add to this event by checking the box next to the participant name.
    *Note: If all participants need added, clicking the **Check All** selection will check all of the participant names.
        i. To remove a participant, uncheck the participant name.
8. Click **Save**. If you do not want to save any changes, click **Cancel**.
9. The Service/Activity Demographics screen will close and you are returned to the Single Services/Activities screen.



(This is a sample screenshot displaying the Demographic Service Activities Edit Page.)

Tips

- The CSAP Strategy, "Information Dissemination" will not appear in the **CSAP Strategy*** dropdown list. To enter "Information Dissemination" information, see Add Non-Demographic Service Information.
- For Groups participating in a single event, select the Group under "Add Group". If additional participants are involved in the event, indicate their demographics under "Summary". DO NOT DUPLICATE the count for the Group in the Summary section.
- Once saved, a message will appear below the Add Demographic Service Information link showing the number of groups and/or people reported against the service/activity. A Remove button will become active next to that message. Click the Remove button to delete the demographic information entered, if needed.

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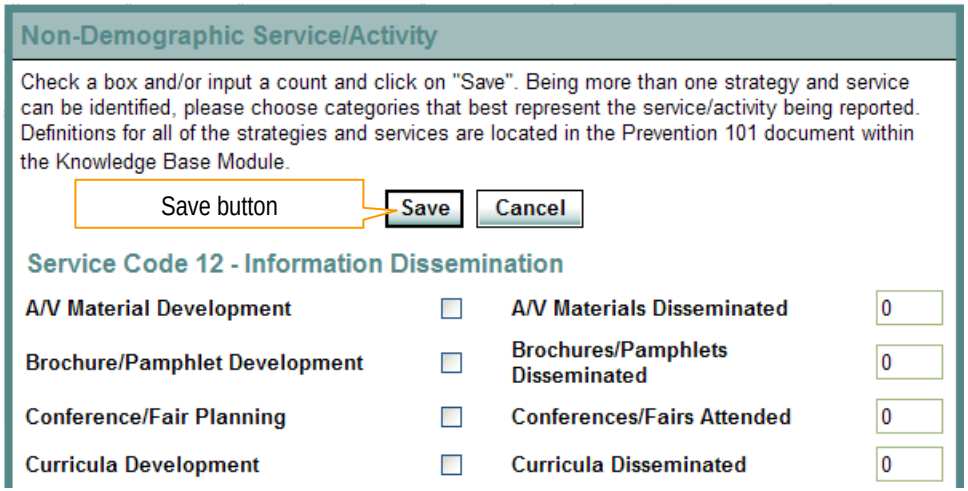
Non-Demographic Services

1. From the Report Single Services/Activities screen or Report Recurring Services/Activities screen, click the Add Non-Demographic Service Information link. A new screen will appear displaying the Service/Activity Non-Demographics screen.
2. Select all non-demographics items that apply or enter the number of non-demographic items that were used/disseminated during the event in the appropriate fields.
3. Click Save. If you do not want to save any changes, click Cancel.
4. The Service/Activity Non-Demographics screen will close and you are returned to the Report Services/Activities screen.


Non-Demographic Service/Activity
Check a box and/or input a count and click on "Save". Being more than one strategy and service can be identified, please choose categories that best represent the service/activity being reported. Definitions for all of the strategies and services are located in the Prevention 101 document within the Knowledge Base Module.
Save button
Save
Cancel
Service Code 12 - Information Dissemination
A/V Material Development
A/V Materials Disseminated
0
Brochure/Pamphlet Development
Brochures/Pamphlets Disseminated
0
Conference/Fair Planning
Conferences/Fairs Attended
0
Curricula Development
Curricula Disseminated
0

(This is a screenshot displaying the Non-Demographic Service Activities Edit Page. This is a partial screenshot.)

Tips

- Both Demographic and Non-Demographic services may be reported for a Single Service/Activity.
- Once saved, a message will appear below the Add Non-Demographic Service Information link showing the number of groups and/or people reported against the service/activity. A Remove button will become active next to that message. Click the Remove button to delete the non-demographic information entered, if needed.

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Recurring Services Management

There are two categories under Recurring Services Management. Within Recurring Services Management, a provider is able to identify their recurring services and enter in the series of services/activities.

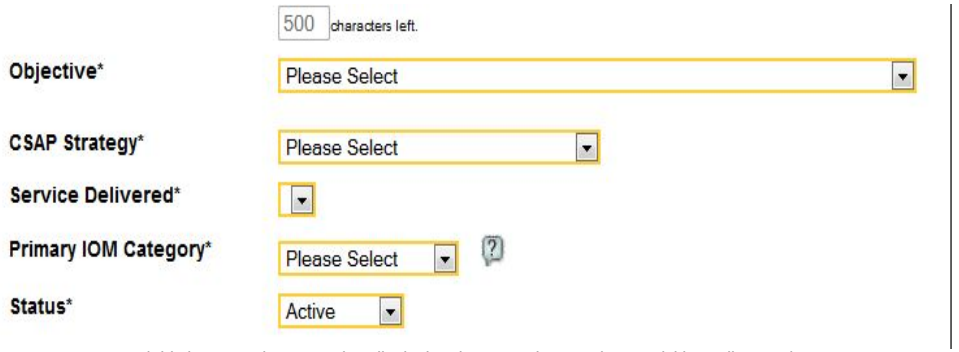
Identifying Recurring Services

1. Click **Implementation** from the main menu.
2. Click **Recurring Services Management** from the submenu.
3. Click **Identify Recurring Services** from the category list.
4. Click **Add** from the left toolbar.
5. Enter a **Service/Activity Title*** that describes the series of events that you are reporting (e.g. Chapter Meetings).
6. Enter a description in the **Service/Activity Description*** field.

Identify Recurring Service/Activity
Recurring prevention services are pre-planned services of structured program lessons and/or activities. These types of services are intended to inform, educate, develop skills, and identify/refer individuals who may be at risk for substance use or abuse. A recurring prevention activity needs to have an anticipated measurable outcome, including, but not limited to, Pre/Post Test (e.g. Classroom Education, Peer Leadership Programs, Peer Mentoring, and ATOD Free Activities Recurring).
Hide Page Info
Cancel
Save
Print
* Indicates Required Field
Service/Activity Title* (50 characters max)
Service/Activity Description*
500 characters left.

(This is a screenshot displaying the Recurring Services Activities Edit Page.)

7. In the **Select Objective*** section, scroll to find the appropriate Objective and use the checkboxes to select the desired objective
   *Note: This list populates from the objectives that have been entered in the Objectives section..
8. Select the **CSAP Strategy*** from the dropdown list.
9. Select the **Service Delivered*** associated with this Recurring Service/Activity from the dropdown list.
   *Note: Selections for this dropdown list will be available once a CSAP Strategy has been selected.
10. Select the **Primary IOM Category*** of this event from the dropdown list.
    a. *Indicated*: targets high risk individuals and/or those individuals exhibiting signs of early substance use
    b. *Selective*: targets subsets of the total population with high risk factors
    c. *Universal:* targets the entire population or demographic subset, not based on risk
11. The **Status*** automatically defaults to *Active*.
12. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a sample screenshot displaying the Recurring Services Activities Edit Page.)

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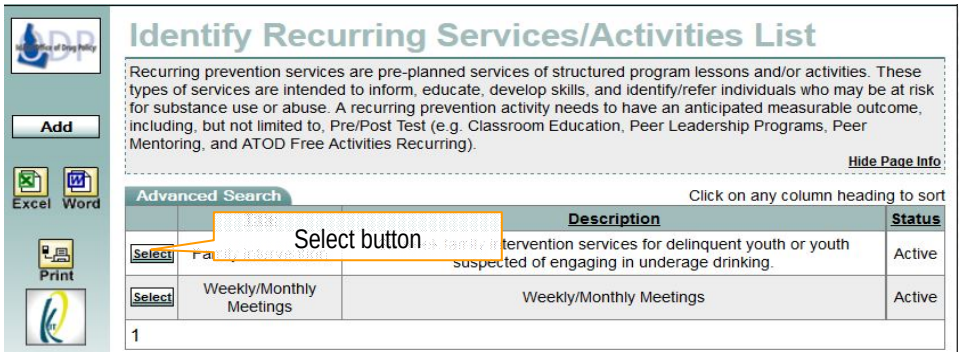
Tips

- Once an objective is selected, it is highlighted yellow.
- For subsequent recurring activities, the Service Population and Location will default to the items selected in the first activity.

Editing Recurring Services

1. Click **Implementation** from the main menu.
2. Click **Recurring Services Management** from the submenu.
3. Click **Identify Recurring Services** from the category list.
4. From the Listing page, select the Title that you wish to edit by clicking the Select button.
5. The Title will appear in the edit mode.
6. Make any changes needed to the form.
    a. Status
        i. *Active*: the series of events is currently in use.
        ii. *Completed*: the series of events has been completed.
        iii. *Cancelled*: the series of events has been cancelled and is no longer in use.
7. Click **Save**. If you do not want to save any changes, click **Cancel**.


Identify Recurring Services/Activities List
Recurring prevention services are pre-planned services of structured program lessons and/or activities. These types of services are intended to inform, educate, develop skills, and identify/refer individuals who may be at risk for substance use or abuse. A recurring prevention activity needs to have an anticipated measurable outcome, including, but not limited to, Pre/Post Test (e.g. Classroom Education, Peer Leadership Programs, Peer Mentoring, and ATOD Free Activities Recurring).
Hide Page Info
Add
Excel
Word
Print
Advanced Search
Click on any column heading to sort
Description
Status
Select
Select button
Active
Select
Weekly/Monthly Meetings
Weekly/Monthly Meetings
Active
1

(This is a sample screenshot displaying the Recurring Services Activities Listing Page. This is a partial screenshot.)

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Deleting Service/Activity Title Information

1. Click **Implementation** from the main menu.
2. Click **Recurring Services/Activities Management** from the submenu.
3. Click **Identify Recurring Services/Activities** from the category list.
4. From the Listing page, select the Title that you wish to delete by clicking the Select button.
5. The Title will appear in the edit mode.
6. Click **Delete** from the left toolbar.
7. Click **OK** when asked "Are you sure?". If you do not want to delete this item, click **Cancel**.

Tips

- Service/Activity Title information cannot be deleted if services have been reported against it. In these instances, change the status of the Service/Activity Title to ***Inactive***.

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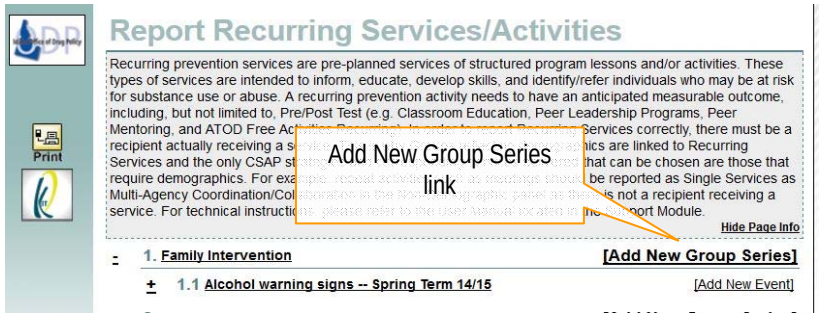
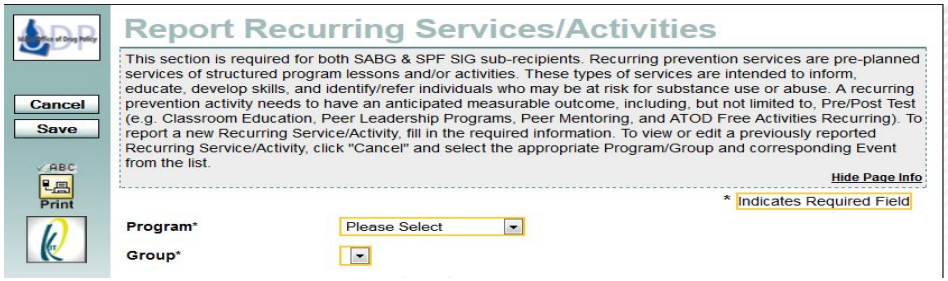
Reporting Recurring Services

1. Click **Implementation** from the main menu.
2. Click **Recurring Services Management** from the submenu.
3. Click **Report Recurring Services** from the category list.
4. To enter the first service/activity in a series, click **Add New Group Series** to the right of the appropriate Service/Activity Title.
    a. To enter succeeding services/activities, first click the ⊞ next to the Service/Activity Title to display the Program-Group pairs associated with the title.
    b. Click the **Add New Event** link to the right of the Program-Group pair you wish to add a new service/activity to.



(This is a sample screenshot displaying the Recurring Services Activities Listing Page. This is a partial screenshot.)

5. Select the Program for this New Group Series from the **Program** dropdown list.
6. Select the Group from the **Group** dropdown list.
   *Note: Selections for this dropdown list will be available once a **Program** has been selected.
7. Your **Service/Activity Title**, **Objectives**, **CSAP Strategy**, **Service Delivered**, and **Primary IOM Category** will be filled in according to what you specified in the Identify Recurring Services/Activities screen.


Report Recurring Services/Activities
Cancel
Save
Print
This section is required for both SABG & SPF SIG sub-recipients. Recurring prevention services are pre-planned services of structured program lessons and/or activities. These types of services are intended to inform, educate, develop skills, and identify/refer individuals who may be at risk for substance use or abuse. A recurring prevention activity needs to have an anticipated measurable outcome, including, but not limited to, Pre/Post Test (e.g. Classroom Education, Peer Leadership Programs, Peer Mentoring, and ATOD Free Activities Recurring). To report a new Recurring Service/Activity, fill in the required information. To view or edit a previously reported Recurring Service/Activity, click "Cancel" and select the appropriate Program/Group and corresponding Event from the list.
Hide Page Info
* Indicates Required Field
Program*
Please Select
Group*

(This is a screenshot displaying the Recurring Services Activities Edit Page. This is a partial screenshot.)

8. The **Group Series Status*** automatically defaults to *Active*.
    a. *Active*: The service/activity is currently in use.
    b. *Cancelled*: The service/activity has been cancelled or is no longer in use.
    c. *Completed*: The service/activity has been completed.
9. Enter the date of the event from the **Service Date*** field as mm/dd/yyyy.
10. Select the **Duration of Service/Activity*** by entering an amount in *hours* field and selecting any *minutes* from the dropdown list.
    *Notes: You may leave a zero in one of the fields, but at least one of the fields must have an amount higher than zero.
11. Select from the dropdown list the **Service/Activity Location*** where this event took place.

(This is a screenshot displaying the Recurring Services Activities Edit Page.)

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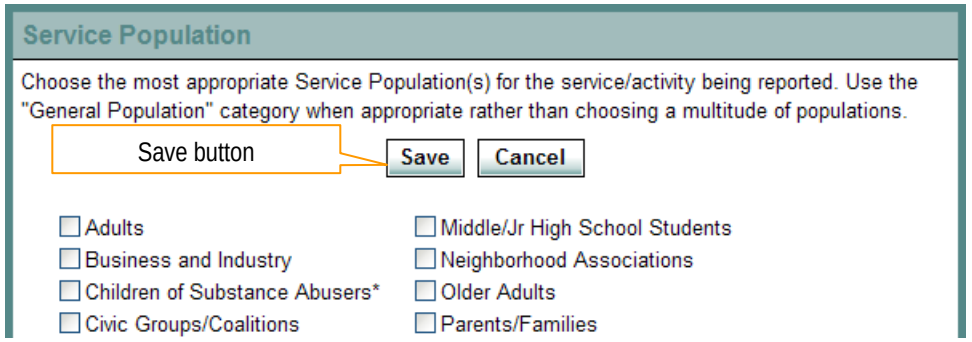
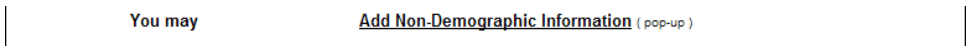
12. Enter the **Service Population*** by clicking the **Add Service Population** link. A new screen will appear displaying the Service Population screen.

    a. Select the population(s) you wish to add to this event by checking the box next to the population name.
       *Note: If all populations need added, select "General Population" from the list.
       i. To remove a population, uncheck the population name.
    b. Click **Save**. If you do not want to save any changes, click **Cancel**.
    c. The Service Population screen will close and you are returned to the Report Recurring Services/Activities screen.



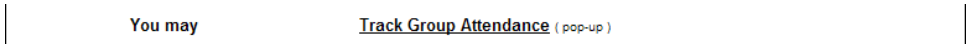
(This is a screenshot displaying the Service Population Page. This is a partial screenshot.)

13. You may add non-demographic information to this event by clicking the **Add Non-Demographic Information** link.
    *Note: For detailed information on entering in Non-Demographic Information, see Adding Demographic and/or Non-Demographic Services.



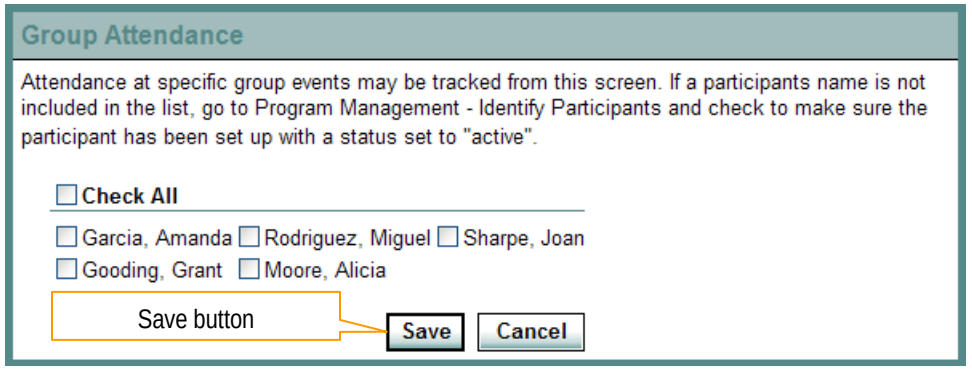
(This is a screenshot displaying the Recurring Services Activities Edit Page.)

14. For groups with individual participants: If you wish to add Attendance to the event, click the **Track Group Attendance** link. A new screen will appear displaying the Group Attendance screen.
    *Note: If the group was set up as a "Summary Group", the **Track Group Attendance** link will not be available.



(This is a screenshot displaying the Recurring Services Activities Edit Page.)

    a. Select the participant(s) you wish to add to this event by checking the box next to the participant name.
       *Note: If all populations need added, clicking the **Check All** selection will check all of the population names.
       i. To remove a participant, uncheck the participant name.
    b. Click **Save**. If you do not want to save any changes, click **Cancel**.
    c. The Group Attendance screen will close and you are returned to the Report Recurring Services/Activities screen.


Group Attendance
Attendance at specific group events may be tracked from this screen. If a participants name is not included in the list, go to Program Management - Identify Participants and check to make sure the participant has been set up with a status set to "active".
Check All
Garcia, Amanda
Rodriguez, Miguel
Sharpe, Joan
Gooding, Grant
Moore, Alicia
Save button
Save
Cancel

(This is a sample screenshot displaying the Group Attendance Page.)

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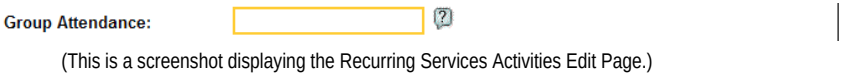
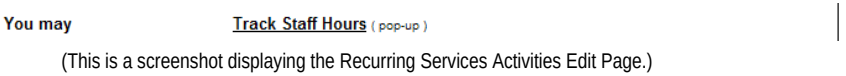
15. For groups with group summary demographics: If you wish to add a count of the number of attendees at the event, enter the number in the **Group Attendance** field.



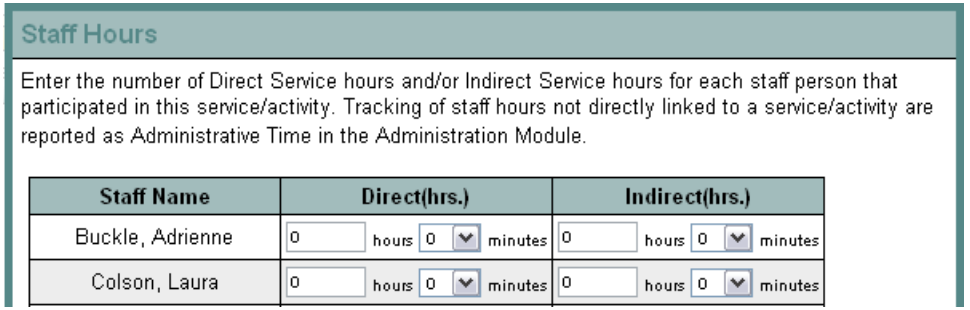
(This is a screenshot displaying the Recurring Services Activities Edit Page.)

16. Click the **Track Staff Hours** link to enter Staff time. A new screen will appear displaying the Staff Hours screen.



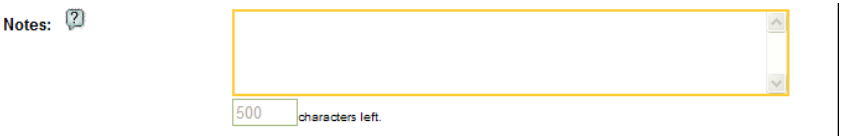
(This is a screenshot displaying the Recurring Services Activities Edit Page.)

    a. Select the number of **Direct (hrs.)** and/or **Indirect (hrs.)** next to the staff member(s) who worked on or delivered the event by entering an amount in *hours* field and selecting any *minutes* from the dropdown list.
    *Note: You may track staff time for more than one staff member who was present at the event.
        i. **Direct (hrs.)**: time spent face-to-face at the event
        ii. **Indirect (hrs.)**: time spent on preparing and/or performing follow-up duties for the event – any support time associated with the event
    b. Click **Save**. If you do not want to save any changes, click **Cancel**.
    c. The Staff Hours screen will close and you are returned to the Report Recurring Services/Activities screen.


Staff Hours
Enter the number of Direct Service hours and/or Indirect Service hours for each staff person that participated in this service/activity. Tracking of staff hours not directly linked to a service/activity are reported as Administrative Time in the Administration Module.
Staff Name
Direct(hrs.)
Indirect(hrs.)
Buckle, Adrienne
Colson, Laura
0 hours 0 minutes

(This is a sample screenshot displaying the Staff Hours Page. This is a partial screenshot.)

17. Enter a description of the event in the **Notes*** field.
18. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a screenshot displaying the Recurring Services Activities Edit Page.)

Tips

- From the report single service listing page, if you click on the program name, you can go directly to the program description form.
- If adding an event to an existing Group Series, click the **Add New Event** link next to the appropriate Program/Group series.
- After entering the sixth service in a series, a message will ask if you want to update the group demographics. Click **OK** to update the demographics of the original group or click **Cancel** if no updates are needed.

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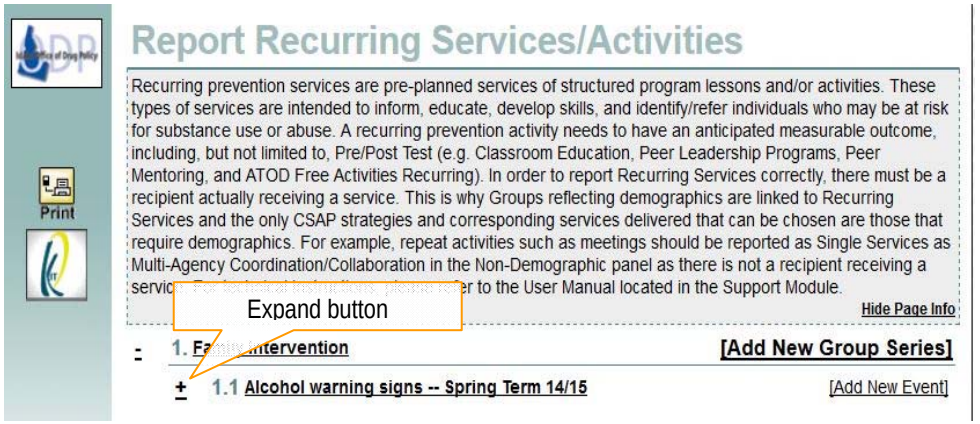
Editing Recurring Services

1. Click **Implementation** from the main menu.
2. Click **Recurring Services Management** from the submenu.
3. Click **Report Recurring Services** from the category list.
4. From the Listing page, click the ⊞ next to the Service/Activity Title to display the Program-Group pairs associated with the title.
   *Note: Once the Program-Group pair are in view, the ⊞ becomes a ⊟.
5. Once the Program-Group pairs are available, click the ⊞ to display all events associated with that Program-Group pair.
6. Click on the service link (date) to open the event that you wish to edit.
7. The services will appear in the edit mode.
8. Make any changes needed to the form.
   a. Status
      i. *Active*: the series of events is currently in use.
      ii. *Completed*: the series of events has been completed.
      iii. *Cancelled*: the series of events are no longer in use.
9. Click **Save**. If you do not want to save any changes, click **Cancel**.


Report Recurring Services/Activities
Recurring prevention services are pre-planned services of structured program lessons and/or activities. These types of services are intended to inform, educate, develop skills, and identify/refer individuals who may be at risk for substance use or abuse. A recurring prevention activity needs to have an anticipated measurable outcome, including, but not limited to, Pre/Post Test (e.g. Classroom Education, Peer Leadership Programs, Peer Mentoring, and ATOD Free Activities Recurring). In order to report Recurring Services correctly, there must be a recipient actually receiving a service. This is why Groups reflecting demographics are linked to Recurring Services and the only CSAP strategies and corresponding services delivered that can be chosen are those that require demographics. For example, repeat activities such as meetings should be reported as Single Services as Multi-Agency Coordination/Collaboration in the Non-Demographic panel as there is not a recipient receiving a
to the User Manual located in the Support Module.
Hide Page Info
Print
Expand button
1. Intervention
[Add New Group Series]
1.1 Alcohol warning signs -- Spring Term 14/15
[Add New Event]
(This is a sample screenshot displaying the Report Recurring Services Activities Listing Page. This is a partial screenshot.)

Deleting Recurring Services

1. Click **Implementation** from the main menu.
2. Click **Recurring Services Management** from the submenu.
3. Click **Report Recurring Services** from the category list.
4. From the Listing page, click the ⊞ next to the Service/Activity Title to display the Program-Group pairs associated with the title.
   *Note: Once the groups are in view, the ⊞ becomes a ⊟.
5. Once the Program-Group pairs are available, click the ⊞ to display all events associated with that Program-Group pair.
6. Click on the service link (date) to open the event that you wish to delete.
7. The services will appear in the edit mode.
8. Click **Delete** from the left toolbar.
9. Click **OK** when asked "Are you sure?". If you do not want to delete this program, click **Cancel**.

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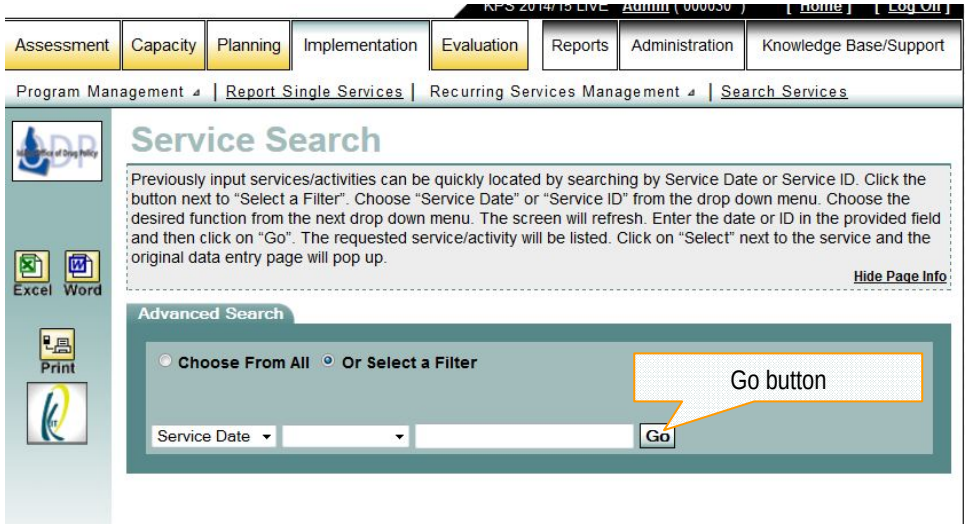
Search Services

Previously input services/activities can be quickly located by searching by Service Date or Service ID.

1. Click **Implementation** from the main menu.
2. Click **Search Services** from the submenu.
3. Click the Choose From All (**Choose From All**) radio button to see a list of all data that has been entered.
4. The Or Select a Filter (**Or Select a Filter**) option allows you to limit search results. To change the search filters, first click the Or Select a Filter radio button. Then select an option from the three search filter fields. Once the three search filter fields have been selected, click the Go (**Go**) button to see the search results.
5. The three search filter fields are used in the following methods:
    a. Select *Service Date* or *Service ID* from the dropdown list.
    b. The second search filter allows you to specify how you wish to search.
    c. The third search filter is the search criteria. This field will change based on the second search filter selected.


Assessment
Capacity
Planning
Implementation
Evaluation
Reports
Administration
Knowledge Base/Support
Program Management
Report Single Services
Recurring Services Management
Search Services
Service Search
Previously input services/activities can be quickly located by searching by Service Date or Service ID. Click the button next to "Select a Filter". Choose "Service Date" or "Service ID" from the drop down menu. Choose the desired function from the next drop down menu. The screen will refresh. Enter the date or ID in the provided field and then click on "Go". The requested service/activity will be listed. Click on "Select" next to the service and the original data entry page will pop up.
Hide Page Info
Excel
Word
Print
Advanced Search
Choose From All
Or Select a Filter
Go button
Service Date
Go

(This is a screenshot displaying the Search Services Page.)

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EVALUATION

The Evaluation module is used to monitor, evaluate, sustain and improve goals and objectives or replace those that fail.

Report Goal Progress/Results

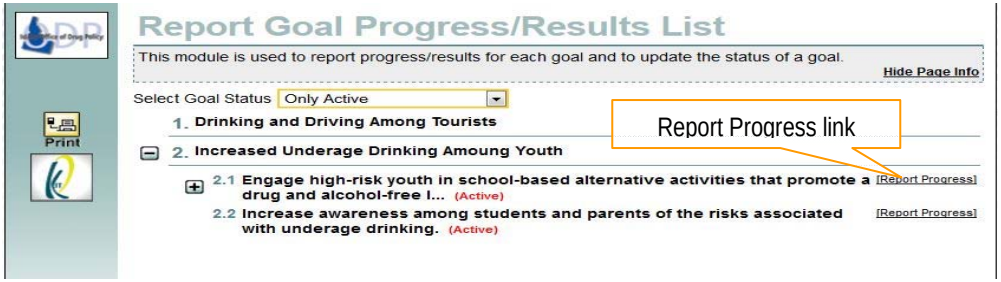
This module is used to report progress on meeting goals.

1. Click **Evaluation** from the main menu.
2. Click **Report Goal Progress/Results** from the submenu.
3. Choose 'All', 'Only Active', or 'Only Cancelled or Completed' from the filter drop down to help find the desired Progress Report

Report Goal Progress/Results List
This module is used to report progress/results for each goal and to update the status of a goal.
Hide Page Info
Select Goal Status
Only Active
1. Drinking and Driving Among Tourists
2. Increased Underage Drinking Amoung Youth
Print

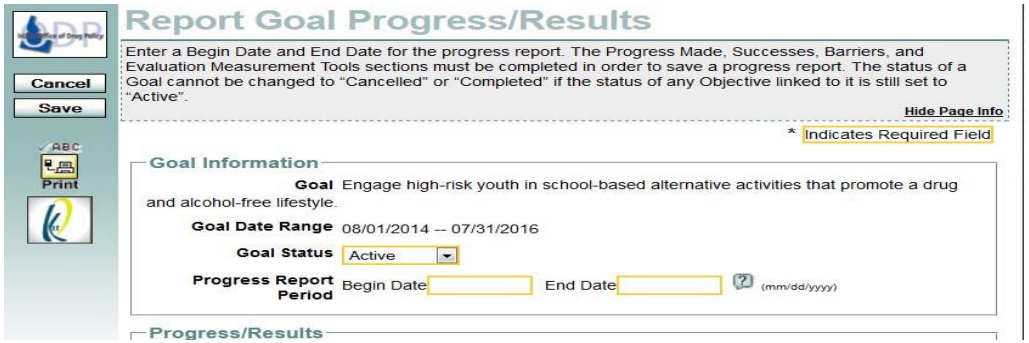
(Use the Goal Status filter to help you find a progress report.)

4. From the Listing page, click the ⊞ next to the appropriate Problem Statement to display the Goals associated with the Problem Statement.
   *Note: Once the goals are in view, the ⊞ becomes a ⊟.
5. To report progress made for a Goal, click **[Report Progress]** to the right of the appropriate Goal.


Report Goal Progress/Results List
This module is used to report progress/results for each goal and to update the status of a goal.
Hide Page Info
Select Goal Status
Only Active
1. Drinking and Driving Among Tourists
2. Increased Underage Drinking Amoung Youth
2.1 Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free l... (Active)
2.2 Increase awareness among students and parents of the risks associated with underage drinking. (Active)
[Report Progress]
[Report Progress]
Report Progress link
Print

(This is a sample screenshot displaying the Report Goal Progress Page. This is a partial screenshot.)

6. The **Status*** is defaulted to *Active*.
7. Enter the **Progress Report Period*** in the **Begin Date** and **End Date** fields as mm/dd/yyyy.


Report Goal Progress/Results
Cancel
Save
Enter a Begin Date and End Date for the progress report. The Progress Made, Successes, Barriers, and Evaluation Measurement Tools sections must be completed in order to save a progress report. The status of a Goal cannot be changed to "Cancelled" or "Completed" if the status of any Objective linked to it is still set to "Active".
Hide Page Info
* Indicates Required Field
Goal Information
Goal Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free lifestyle.
Goal Date Range 08/01/2014 -- 07/31/2016
Goal Status Active
Progress Report Period Begin Date End Date (mm/dd/yyyy)
Progress/Results
Print

(This is a sample screenshot displaying the Report Goal Progress Page.)

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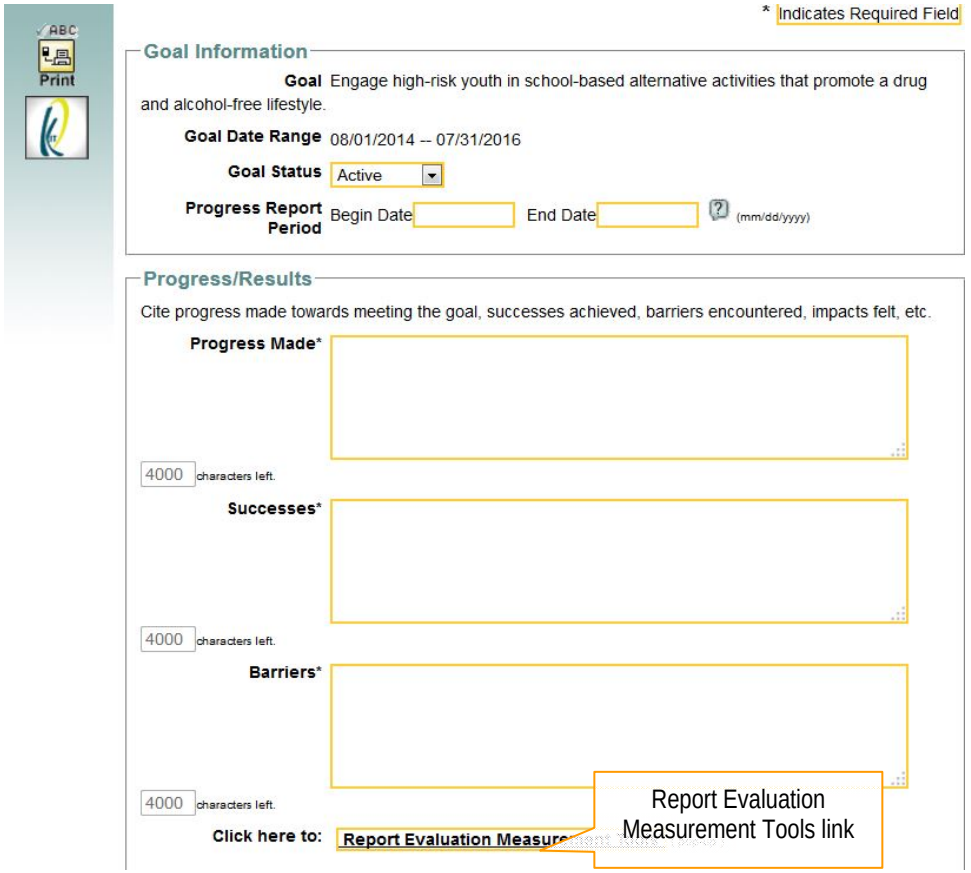
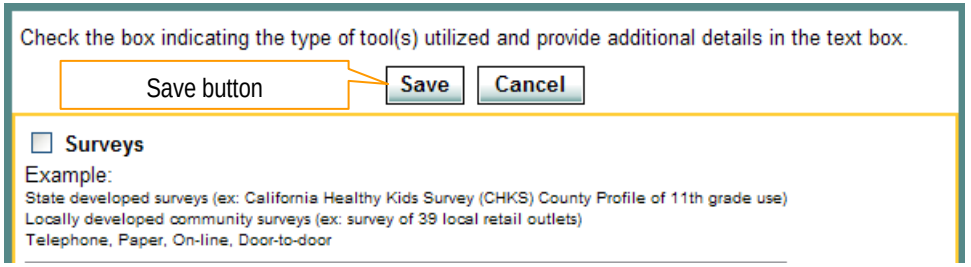
8. Enter any progress made in the **Progress Made*** field.
9. Enter any successes achieved in the **Successes*** field.
10. Enter any barriers encountered in the **Barriers*** field.
11. Enter the evaluation measurement tools used by clicking the **Report Evaluation Measurement Tools*** link. A new screen will appear displaying the Assessment/Evaluation Tools screen.


* Indicates Required Field
Print
Goal Information
Goal Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free lifestyle.
Goal Date Range 08/01/2014 -- 07/31/2016
Goal Status Active
Progress Report Period Begin Date End Date (mm/dd/yyyy)
Progress/Results
Cite progress made towards meeting the goal, successes achieved, barriers encountered, impacts felt, etc.
Progress Made*
4000 characters left.
Successes*
4000 characters left.
Barriers*
4000 characters left.
Click here to: Report Evaluation Measure
Report Evaluation Measurement Tools link

a. Select the assessment tool(s) that was used to evaluate the goal by checking the box next to the assessment tool name.
   i. To remove an assessment tool, uncheck the assessment tool name.
b. A box will appear asking for details regarding that assessment tool. Enter the appropriate information in the box.
c. Click **Save**. If you do not want to save any changes, click **Cancel**.
d. The Assessment/Evaluation Tools screen will close and you are returned to the Report Goal Progress/Results screen.


Check the box indicating the type of tool(s) utilized and provide additional details in the text box.
Save button
Save
Cancel
Surveys
Example:
State developed surveys (ex: California Healthy Kids Survey (CHKS) County Profile of 11th grade use)
Locally developed community surveys (ex: survey of 39 local retail outlets)
Telephone, Paper, On-line, Door-to-door

(This is a screenshot displaying the Evaluation Measurement Tools Page. This is a partial screenshot.)

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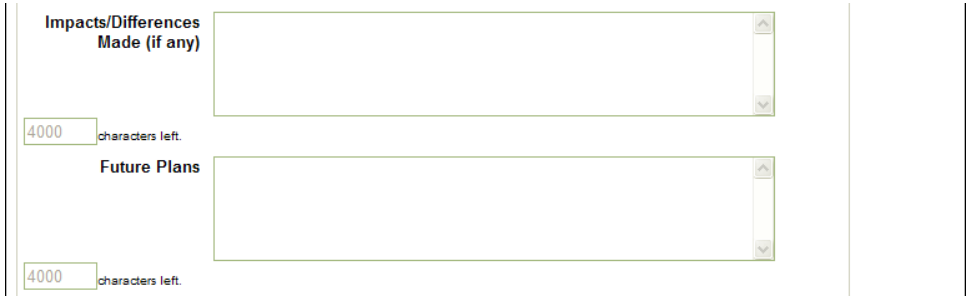
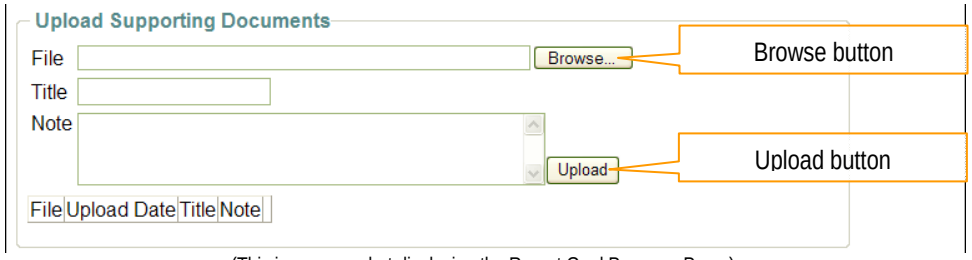
12. If applicable, enter any impacts felt in the **Impacts/Differences Made (if any)** field.
13. If applicable, enter any future plans in the **Future Plans** field.



(This is a screenshot displaying the Report Goal Progress Page.)

14. You have an opportunity to upload a supporting document that may be associated with this goal's progress/result.
    a. Click the Browse... button to search for the document you wish to insert.
    b. Click the **Upload** button to add the document to the meeting. Click **Cancel** if you do not wish to insert a document.
    c. The document will be uploaded to the service. Click on the **link** to open the document.

    *Note: The link will be displayed similar to agenda.pdf.
15. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a screenshot displaying the Report Goal Progress Page.)

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Editing Goal Progress/Results

1. Click **Evaluation** from the main menu.
2. Click **Report Goal Progress/Results** from the submenu.
3. From the Listing page, click the ⊞ next to the Problem Statement to display the Goals associated with the Problem Statement.
   *Note: Once the goals are in view, the ⊞ becomes a ⊟.
4. Once the Goals are available, click the ⊞ to display all progress dates associated with that Goal.
5. Click on the progress date link to open the progress results that you wish to edit.
6. The results will appear in the edit mode.
7. Make any changes needed to the form.
   a. Status
      i. *Active*: the goal is currently in use.
      ii. *Completed*: the goal has been completed.
      iii. *Cancelled*: the goal has been cancelled and no longer used.
      *Note: If *Completed* or *Cancelled* was selected, a new field will appear for you to enter the date that the goal was completed/cancelled.
8. Click **Save**. If you do not want to save any changes, click **Cancel**.

Deleting Goal Progress/Results

1. Click **Evaluation** from the main menu.
2. Click **Report Goal Progress/Results** from the submenu.
3. From the Listing page, click the ⊞ next to the Problem Statement to display the Goals associated with the Problem Statement.
   *Note: Once the goals are in view, the ⊞ becomes a ⊟.
4. Once the Goals are available, click the ⊞ to display all progress dates associated with that Goal.
5. Click on the progress date link to open the progress results that you wish to delete.
6. The results will appear in the edit mode.
7. Click **Delete** from the left toolbar.
8. Click **OK** when asked "Are you sure?". If you do not want to delete this program, click **Cancel**.

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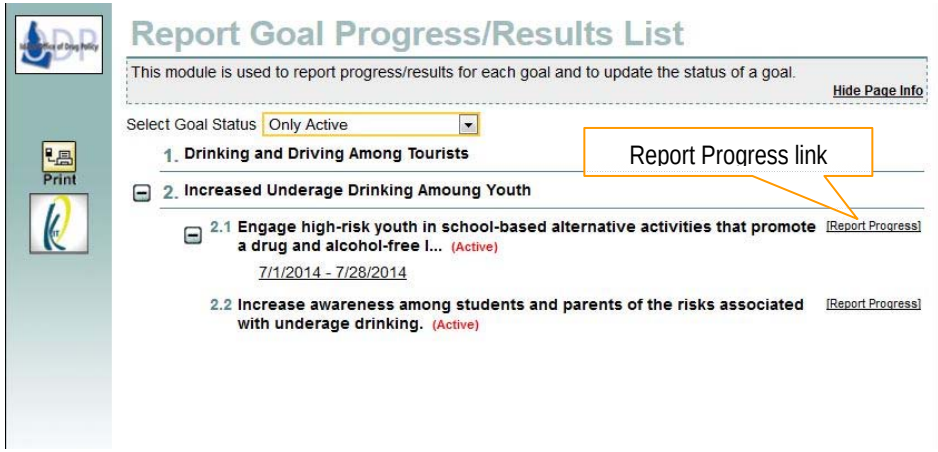
Report Objectives Progress/Results

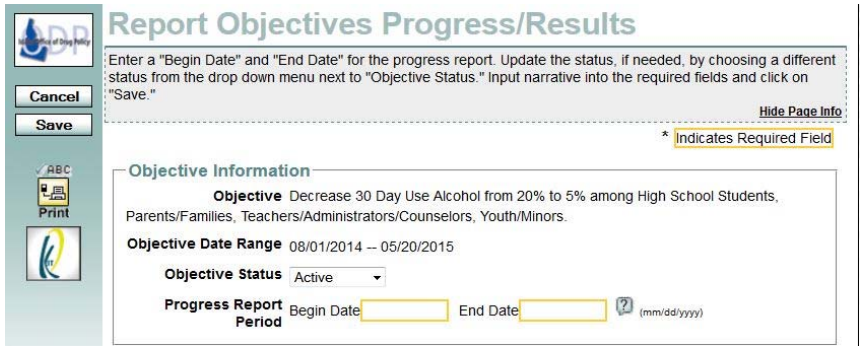
This module is used to report progress on meeting objectives.

1. Click **Evaluation** from the main menu.
2. Click **Report Objective Progress/Results** from the submenu.
3. From the Listing page, click the ⊞ next to the appropriate Goal to display the Objectives associated with the Goal.
   *Note: Once the objectives are in view, the ⊞ becomes a ⊟.
4. To report progress made for an Objective, click **[Report Progress]** to the right of the appropriate Objective.


Report Goal Progress/Results List
This module is used to report progress/results for each goal and to update the status of a goal.
Hide Page Info
Select Goal Status Only Active
Print
1. Drinking and Driving Among Tourists
Report Progress link
2. Increased Underage Drinking Amoung Youth
2.1 Engage high-risk youth in school-based alternative activities that promote a drug and alcohol-free l... (Active)
[Report Progress]
7/1/2014 - 7/28/2014
2.2 Increase awareness among students and parents of the risks associated with underage drinking. (Active)
[Report Progress]

(This is a sample screenshot displaying the Report Objectives Progress Listing Page. This is a partial screenshot.)

5. The **Status*** is defaulted to *Active*.
6. Enter the **Progress Report Period*** in the **Begin Date** and **End Date** fields as mm/dd/yyyy.


Report Objectives Progress/Results
Cancel
Save
Print
Enter a "Begin Date" and "End Date" for the progress report. Update the status, if needed, by choosing a different status from the drop down menu next to "Objective Status." Input narrative into the required fields and click on "Save."
Hide Page Info
* Indicates Required Field
Objective Information
Objective Decrease 30 Day Use Alcohol from 20% to 5% among High School Students, Parents/Families, Teachers/Administrators/Counselors, Youth/Minors.
Objective Date Range 08/01/2014 -- 05/20/2015
Objective Status Active
Progress Report Period Begin Date End Date (mm/dd/yyyy)

(This is a sample screenshot displaying the Report Objectives Progress Page.)

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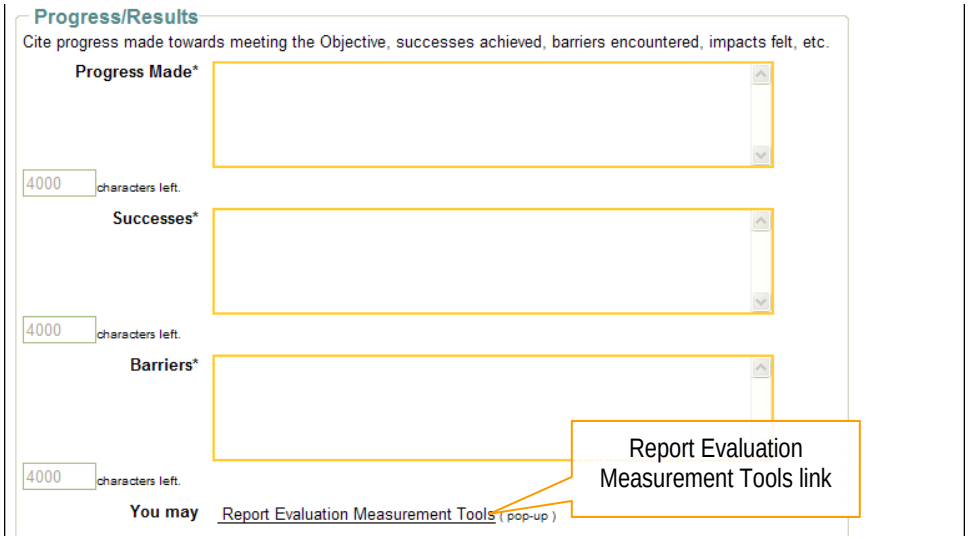
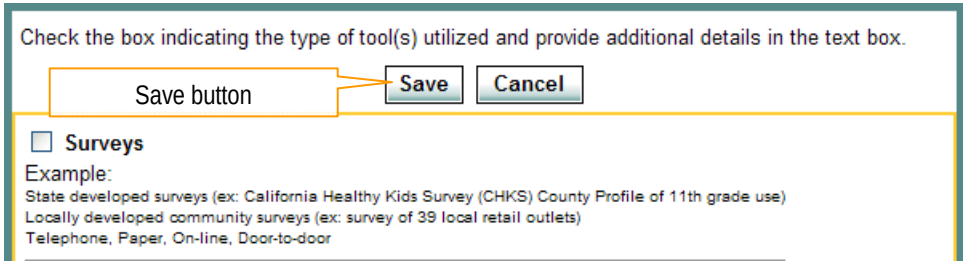
7. Enter any progress made in the **Progress Made*** field.
8. Enter any successes achieved in the **Successes*** field.
9. Enter any barriers encountered in the **Barriers*** field.
10. If applicable, enter the evaluation measurement tools used by clicking the **Report Evaluation Measurement Tools*** link. A new screen will appear displaying the Assessment/Evaluation Tools screen.


Progress/Results
Cite progress made towards meeting the Objective, successes achieved, barriers encountered, impacts felt, etc.
Progress Made*
4000 characters left.
Successes*
4000 characters left.
Barriers*
4000 characters left.
You may Report Evaluation Measurement Tools (pop-up)
Report Evaluation Measurement Tools link

a. Select the assessment tool(s) that was used to evaluate the goal by checking the box next to the assessment tool name.
    i. To remove an assessment tool, uncheck the assessment tool name.
b. A box will appear asking for details regarding that assessment tool. Enter the appropriate information in the box.
c. Click **Save**. If you do not want to save any changes, click **Cancel**.
d. The Assessment/Evaluation Tools screen will close and you are returned to the Report Goal Progress/Results screen.


Check the box indicating the type of tool(s) utilized and provide additional details in the text box.
Save button
Save
Cancel
Surveys
Example:
State developed surveys (ex: California Healthy Kids Survey (CHKS) County Profile of 11th grade use)
Locally developed community surveys (ex: survey of 39 local retail outlets)
Telephone, Paper, On-line, Door-to-door

(This is a screenshot displaying the Evaluation Measurement Tools Page. This is a partial screenshot.)

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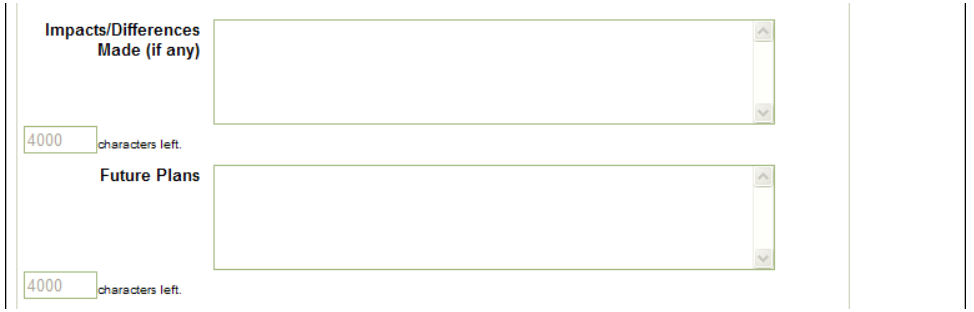
11. If applicable, enter any impacts felt in the **Impacts/Differences Made (if any)** field.
12. If applicable, enter any future plans in the **Future Plans** field.



(This is a screenshot displaying the Report Objectives Progress Page.)

13. You have an opportunity to upload a supporting document that may be associated with this goal's progress/result.
    a. Click the Browse... button to search for the document you wish to insert.
    b. Click the Upload button to add the document to the meeting. Click Cancel if you do not wish to insert a document.
    c. The document will be uploaded to the service. Click on the **link** to open the document.
    *Note: The link will be displayed similar to agenda.pdf.
14. Click **Save**. If you do not want to save any changes, click **Cancel**.

(This is a screenshot displaying the Report Objectives Progress Page.)

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Editing Objective Progress/Results

1. Click **Evaluation** from the main menu.
2. Click **Report Objective Progress/Results** from the submenu.
3. From the Listing page, click the ⊞ next to the appropriate Goal to display the Objectives associated with the Goal.
   *Note: Once the objective are in view, the ⊞ becomes a ⊟.
4. Once the Objectives are available, click the ⊞ to display all progress dates associated with that Objective.
5. Click on the progress date link to open the progress results that you wish to edit.
6. The results will appear in the edit mode.
7. Make any changes needed to the form.
   a. Status*
      i. *Active*: the objective is currently in use.
      ii. *Completed*: the objective has been completed.
      iii. *Cancelled*: the objective has been cancelled and no longer used.
      *Note: If *Completed* or *Cancelled* was selected, a new field will appear for you to enter the date that the objective was completed/cancelled.
8. Click **Save**. If you do not want to save any changes, click **Cancel**.

Deleting Objective Progress/Results

1. Click **Evaluation** from the main menu.
2. Click **Report Objective Progress/Results** from the submenu.
3. From the Listing page, click the ⊞ next to the appropriate Goal to display the Objectives associated with the Goal.
   *Note: Once the objective are in view, the ⊞ becomes a ⊟.
4. Once the Objectives are available, click the ⊞ to display all progress dates associated with that Objective.
5. Click on the progress date link to open the progress results that you wish to delete.
6. The results will appear in the edit mode.
7. Click **Delete** from the left toolbar.
8. Click **OK** when asked "Are you sure?". If you do not want to delete this program, click **Cancel**.

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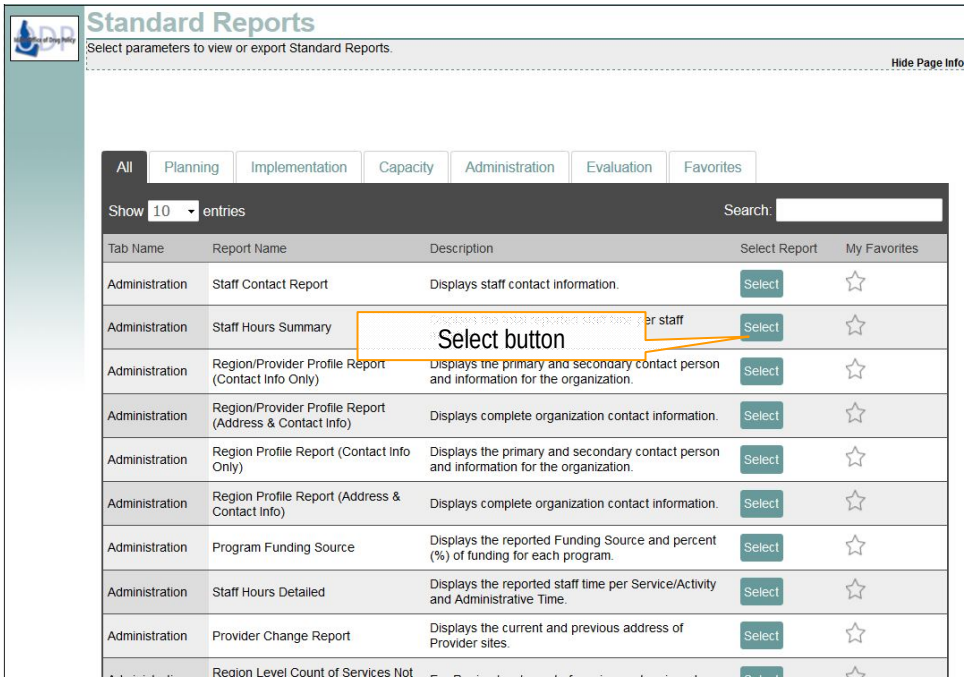
REPORTS

The Reports section allows you to select reports by fiscal year: **Reports 13/14**, **Reports 12/13** and **Reports 06/07 – 11/12**. Once the Fiscal Year(s) is selected, you can select from the three subcategories: Standard Reports, Report Builder, or Data Export.

Standard Reports

Opening a Standard Report

1. Click **Reports** from the main menu.
2. Click on the ⊞ (**Expand**) button of the fiscal year(s) reports desired.
3. Click **Standard Reports** from the category list.
   *Note: If you selected Reports 06/07 – 11/12, see the Opening a Standard Report for Previous Fiscal Years section.
4. The Reports Listing page defaults to a list of all available reports. To locate a report specific to a module within KPS, select the type of report you wish to view/print from the tabs (i.e. **Planning**, **Implementation**, **Capacity**, **Administration**, **Evaluation**, or **Favorites**).
5. Select the report you wish to view/print by clicking the Select (**Select**) button.
6. If applicable, select any report parameters.
7. Click the Show Report (**Show Report**) button to bring up a separate window with the report.



(This is a screenshot displaying the Reports 13/14 Listing Page.)

Tips

- To return to the list of reports, click on the entitled tab. Then follow the instructions for opening a report.
- If you have a pop-up blocker on your computer, hold the **Ctrl** key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).
- To create a list of your frequently used reports, select the ☆ (star) in the My Favorites column to the right of these reports. Click on the **Favorites** tab to go to this list.
- By default, the grid will display up to ten records per page. You can change this number by using the **Show entries** dropdown list. Show 10 entries
- To move between the various pages, use the buttons at the bottom of the grid. If there are less than ten records listed, the buttons will not be active. First Previous 1 2 3 4 5 Next Last

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- If you have many entries listed, enter a word or phrase that is part of the Report name or Description in the **Search** field to find that report. Search:

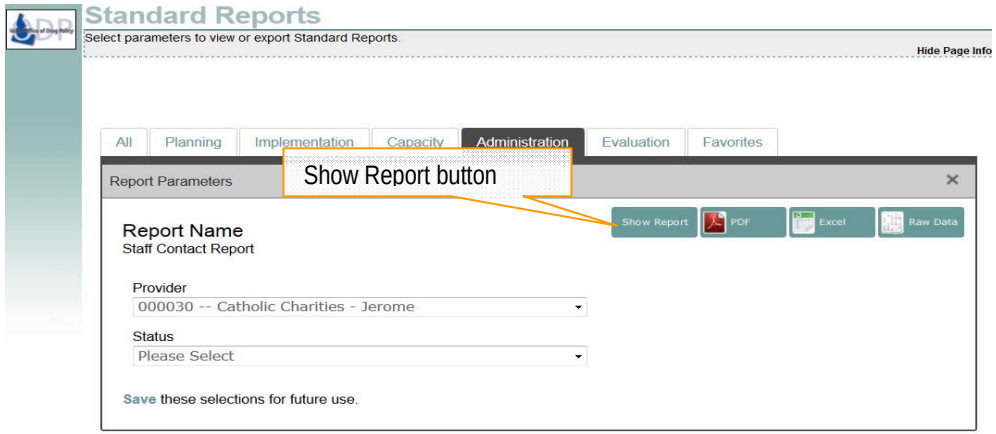
Using Reports that Require Additional Data

Some reports will load immediately when the Show Report (**Show Report**) button is clicked on. Others require additional information to be entered first, such as a data range.

1. Select the appropriate data from each of the required dropdown lists.
2. To select a specific date range:
   a. Select the **Time Period** from the dropdown list to fill in the **Begin Date** and **End Date** fields with the beginning date and ending date of the selected time period.

      Or

   b. Enter the specific dates into the **Begin Date** and **End Date** fields as mm/dd/yyyy.
3. Click the Show Report (**Show Report**) button to bring up a separate window with the report.
   a. If you do not want to first view the report onscreen (and follow the instructions in the next section on printing or saving the report), you may select one of the common formats for reports (PDF or Excel). Clicking on one of these icons will download the report immediately in this format.
   b. Another option is choosing RAW DATA icon. Clicking this icon will download the report in Excel format, but not in aggregate (or summary) form. It will load each detail record used to produce the aggregate or summary report.



(This is a screenshot displaying the Reports 13/14 Reports Parameters Page.)

Tips

- With the "*Save these selections for future use*" link at the bottom of the parameters page, your report options will be saved. When the Select (**Select**) button is clicked, you will no longer need to select all options – the previous options remain and may be kept or modified as you need. To update or clear the saved selections, the "Save" link will change to read "*Update*

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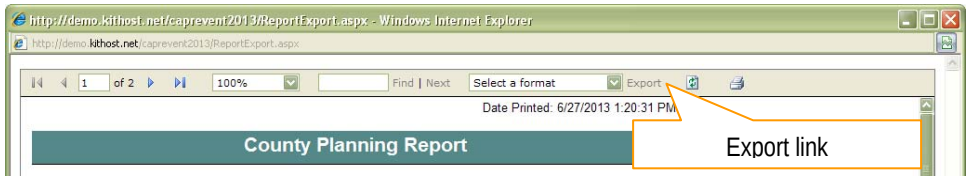
Printing or Saving Reports

Once you have clicked the Show Report (**Show Report**) button, you will then see a print preview screen. Use the following instructions to print or save the report:



1. Select a format from the **Select a format** dropdown list (located at the top center of the report).
2. Click **Export** (located next to the dropdown list).
3. The report will open in a new window in the Export format requested.
4. Click the print button or to print the report.
   *Note: You do not have to save the report to print.
5. Click the disk button or to save the report.

Tips

- The recommended format for printing is *Acrobat (PDF) file*.
- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.
- Excel/PDF buttons were added to the Reports module to allow MAC users to view reports and for quick export of the "*Service Review*" report.

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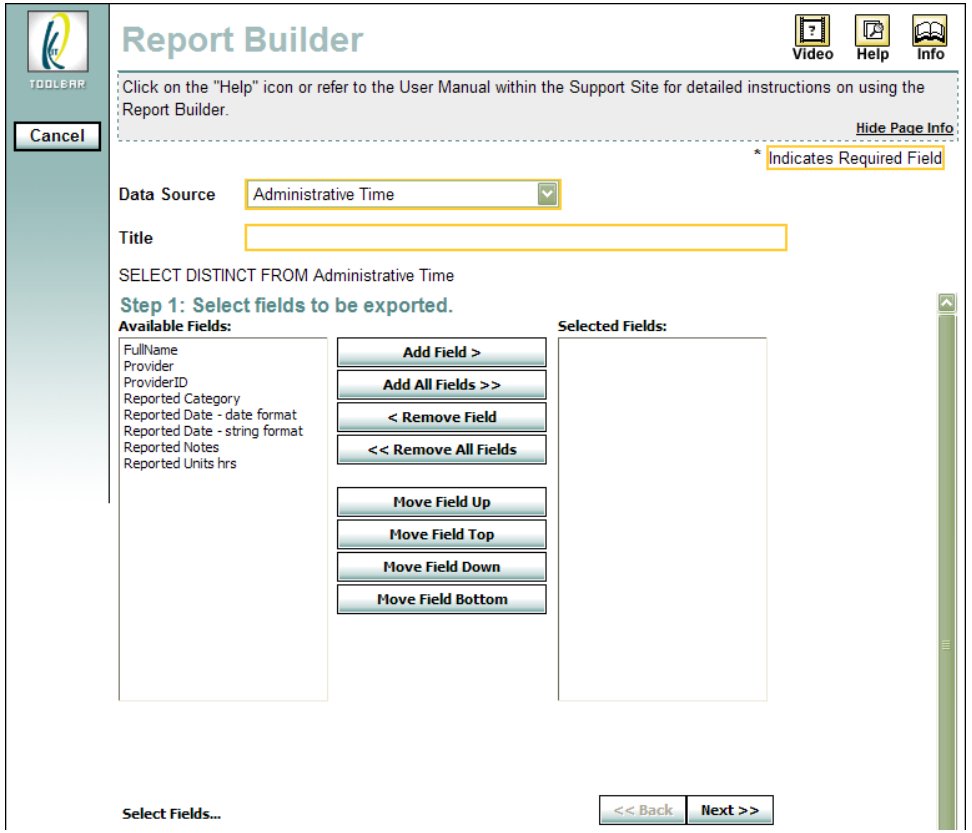
Report Builder

A provider is able to create and customize a report by using the Report Builder module.

1. Click **Reports** from the main menu.
2. Click on the ⊞ (Expand) button of the fiscal year(s) reports desired.
3. Click **Report Builder** from the submenu.
    a. If you selected Reports 06/07 – 11/12, use the **Fiscal Year** dropdown menu to select the appropriate Fiscal Year.
4. Click **Add** from the left toolbar.
5. Select a **Data Source** from the dropdown list.
6. Enter a short description of the report in the **Title** field.
7. Select the fields (columns) that you would like to add to your report from the **Available Fields** column by clicking on the field name and clicking the **Add Field >** button to move it to the **Selected Fields** column.
   *Note: If you would like to include all fields within your report, select the **Add All Field >>** button.
8. Once all of your chosen columns are in the **Selected Fields** column, you can put them in order of how they will be viewed in the report. Click on the field name and then use the following buttons to put your fields in order:

Move Field Up	Moves the field up one level.
Move Field Top	Moves the field to the top of the list.
Move Field Down	Moves the field down one level.
Move Field Bottom	Moves the field down to the end of the list.

9. Click the **Next >>** button.



(This is a screenshot displaying the Report Builder Page.)

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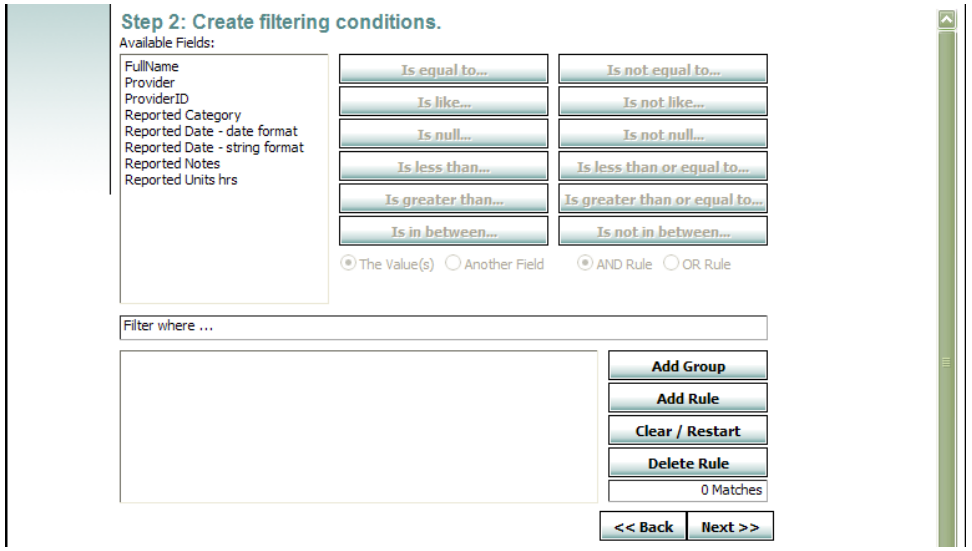
10. Create your rule by selecting a field from the **Available Fields** column.
11. Select either **AND Rule** or **OR Rule**.
12. Select one of the buttons to create your rule.

Is equal to...	Is the same as the information selected
Is not equal to...	Is not the same than the information selected
Is like...	Is similar to the information selected.
Is not like...	Is different than the information selected.
Is null...	View no information for this field.
Is not null...	View all information for this field.

13. A dropdown box or an empty field will appear depending on what box you selected above. Select or fill in the appropriate information.
14. Click the Add Rule button. Your rule will appear in the box.
    a. To reset your rule click the Clear / Restart button.
    b. To delete your rule click the Delete Rule button.
15. Click the Next >> button.



(This is a screenshot displaying the Report Builder Page.)

16. If you would like to sort by rows select your fields from the **Available Fields** column, use the buttons to move them into the **Selected Fields** column and to place them in the correct order, and select whether you would like the field in ascending or descending order.
17. Click the Finish button to have your report open in a Microsoft Excel spreadsheet.
18. Click **Save**. If you do not want to save any changes, click **Cancel**.

	A	B	C	D	E	F
1	Provider	ProviderID	Federal Category	Location	Objective	Program Name
2	Aldea	282822		School Site - Middle School	Increase enrollment in Friday Night Live among high-risk youth from 10% to 20%.	Club Live - Fir Middle School
3	Aldea	282822		School Site - Middle School	Increase enrollment in Friday Night Live among high-risk youth from 10% to 20%.	Club Live - Fir Middle School
4	Aldea	282822		School Site - Middle School	Increase enrollment in Friday Night Live among high-risk youth from 10% to 20%.	Club Live - Fir Middle School

(This is a sample screenshot displaying the Report. This is a partial screenshot.)

Tips

- You can only select one field at a time.
- You will only be able to filter a small amount of fields at a time.
- If your report does not appear after selecting the Finish button, hold the control key down while selecting the Finish button.

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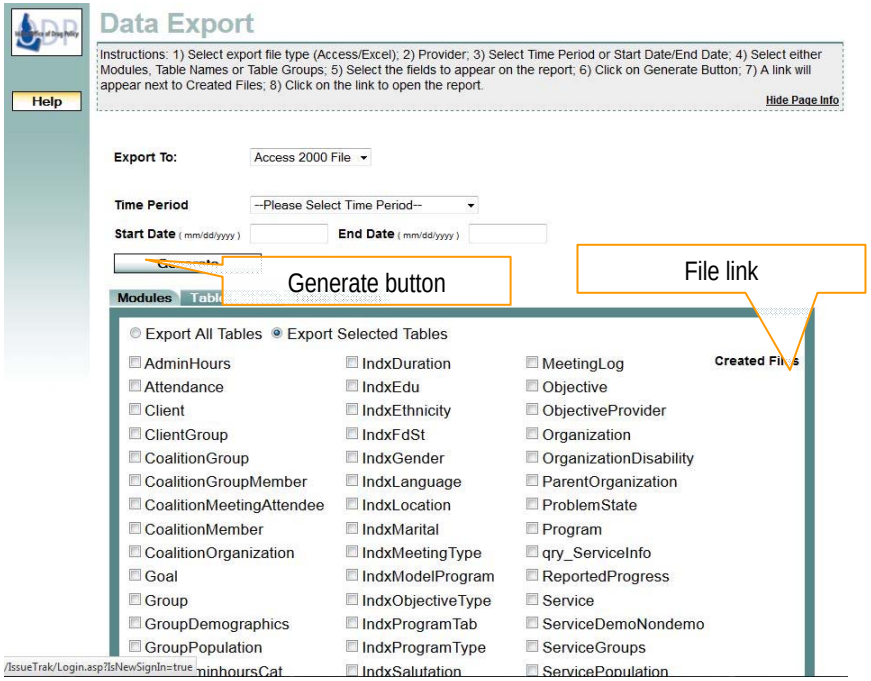
Data Export

The Data Export Module allows users to export their KPS data in its raw form which will enable them to create customized evaluations based on desired criteria.



(This is a screenshot displaying the Data Export Page.)

If you would like to export data, use the following steps:

1. Click **Report** from the main menu.
2. Click on the ⊞ (**Expand**) button of the fiscal year(s) reports desired.
3. Click **Data Export** from the submenu.
4. Select the program format from the **Export To** list: choose whether you want the data exported to a *Microsoft Access file* or an *Excel Spreadsheet*.
5. Select the current **Time Period**, or enter a **Start Date** and **End Date** as mm/dd/yyyy.
6. Choose either the **Modules**, **Table Names**, or **Table Groups** tab.
7. Select the data you want to export with the available check boxes.
8. Click the Generate (**Generate**) button.
9. Click the link under **Created Files** to export the data.
10. Choose whether you want to **Open** or **Save** the file.

Tips

- You will not be able to view "Staff" or "Client" information if you specified a particular Time Period. To view "Staff" or "Client" information, select ***All Data*** from the **Time Period** dropdown list.
- The recommended file export format is Access2000.
- Clicking the View File Info (**View File Info**) button will provide you a history of the exported file, including the date the file is generated and what is in the file.

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Administrative Time

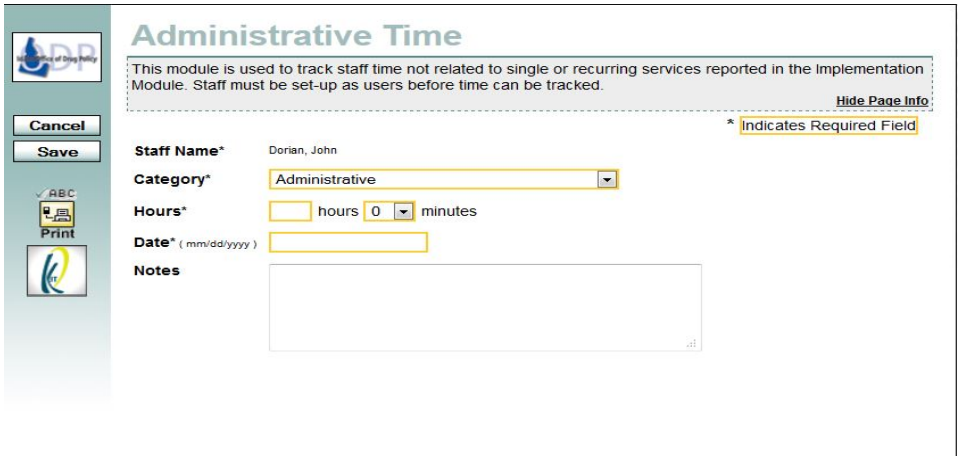
The Administrative Time area allows users to indicate time spent on prevention that is not directly related to a service. Time spent during trainings, meetings, general planning, or even entering information into KPS can be classified as administrative time. To enter administrative time into KPS, use the following method:

1. Click **Administrative** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name*** dropdown list.
4. Click **Add** from the left toolbar.

Administrative Time
This module is used to track staff time not related to single or recurring services reported in the Implementation Module. Staff must be set-up as users before time can be tracked.
Hide Page Info
Add
Print
Staff Name* Dorian, John
Date /\
Hours
Category
Notes
1

(This is a sample screenshot displaying the Administrative Time Listing Page.)

5. Select the **Category*** from the dropdown list.
6. Enter the **Hours*** by entering an amount in *hours* field and selecting any *minutes* from the dropdown list.
   *Notes: You may leave a zero in one of the fields, but at least one of the fields must have an amount higher than zero.
7. Fill in the **Date*** as mm/dd/yyyy.
8. Type in any additional information regarding this time in the **Notes** field.
9. Click **Save**. If you do not want to save any changes, click **Cancel**.


Administrative Time
This module is used to track staff time not related to single or recurring services reported in the Implementation Module. Staff must be set-up as users before time can be tracked.
Hide Page Info
* Indicates Required Field
Cancel
Save
Print
Staff Name* Dorian, John
Category* Administrative
Hours* hours 0 minutes
Date* (mm/dd/yyyy)
Notes

(This is a sample screenshot displaying the Administrative Time Page.)

Tips

- Administrative Time is for provider use only and is optional. Only the entity entering the information will be able to view it.

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Editing Administrative Time

1. Click **Administrative** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown list.
4. Click the Select button to the right of the date you wish to edit.

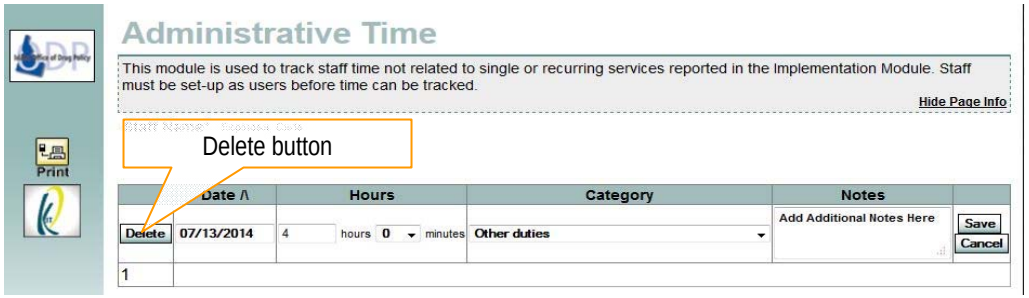
(This is a sample screenshot displaying the Administrative Time Listing Page.)

5. The **Administrative Time** will appear in the edit mode.
6. Make any changes needed to the form.
7. Click **Save**. If you do not want to save any changes, click **Cancel**.

(This is a sample screenshot displaying the Administrative Time Listing Page.)

Deleting Administrative Time

1. Click **Administrative** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select a staff member from the **Staff Name** dropdown list.
4. Click the Select button to the right of the date you wish to delete.
5. The **Administrative Time** will appear in the edit mode.
6. Click the **Delete** button.
7. Click **OK** when asked "Are you sure?". If you do not want to delete the administrative time, click **Cancel**.



(This is a sample screenshot displaying the Administrative Time Listing Page.)

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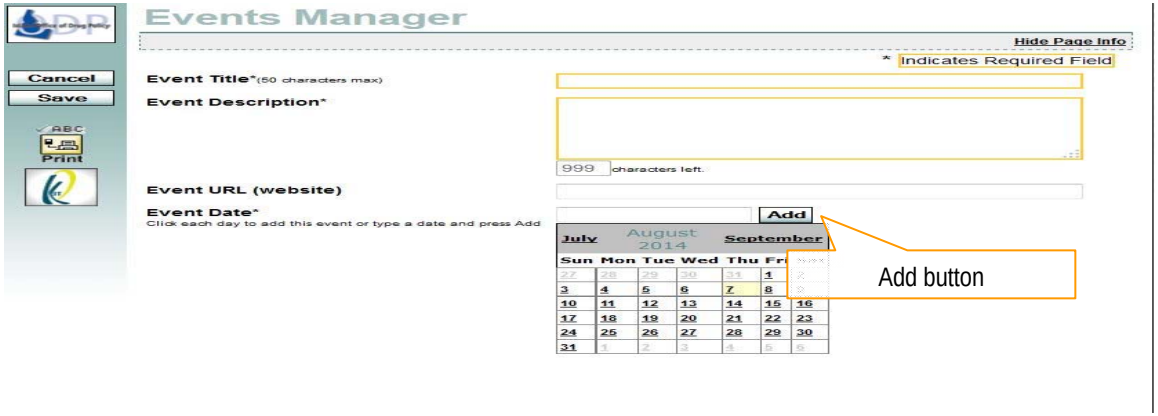
Events Manager

The Events Manager allows you to enter events into the Calendar to be viewed on the Home page. Only prevention related events should be placed on the Calendar.

1. Click **Administrative** from the main menu.
2. Click **Events Manager** from the submenu.
3. Click **Add** from the left toolbar.
4. Enter the title to be displayed on the Calendar in the **Event Title*** field.
5. Enter the description of the event in the **Event Description*** field.
6. If there is a website associated with the event, you may enter it in the **Event URL** field.

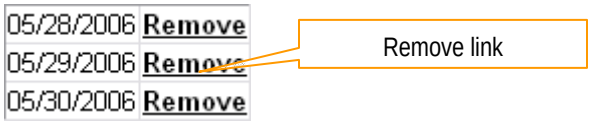


(This is a screenshot displaying the Events Manager Page.)

7. Select the **Event Date** from the Calendar by clicking on the day(s) the event is to take place or you can enter a date into the **Event Date** field as mm/dd/yyyy. Then click the Add (**Add**) button.

    a. If more than one day was selected for the event, each day selected will display.
    b. Click the link entitled **Remove** to remove one of the dates.

8. Click **Save**. If you do not want to save any changes, click **Cancel**.



(This is a sample screenshot displaying the Events Manager Page.)

Tips

- Events entered by ODP can be viewed by all users.

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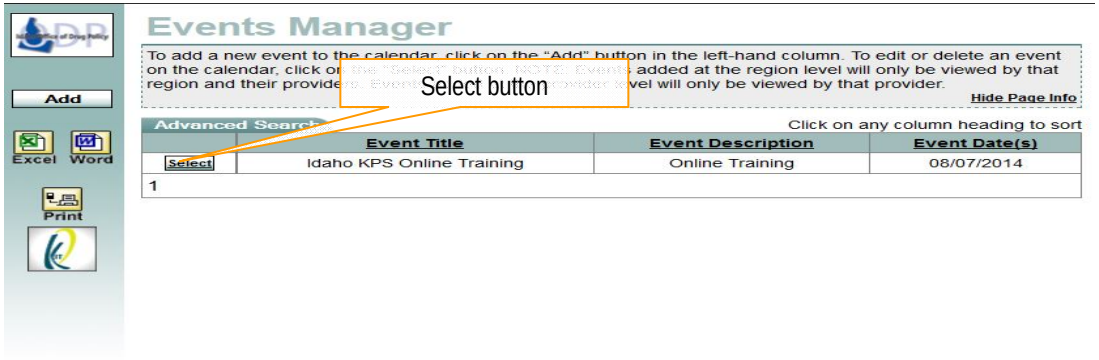
Editing an Event

1. Click **Administrative** from the main menu.
2. Click **Events Manager** from the submenu.
3. Click the Select (**Select**) button next to the event you wish to edit.
4. The Event will appear in the edit mode.
5. Make any changes needed to the form.
6. Click **Save**. If you do not want to save any changes, click **Cancel**.


Events Manager
To add a new event to the calendar, click on the "Add" button in the left-hand column. To edit or delete an event on the calendar, click o added at the region level will only be viewed by that region and their provide vel will only be viewed by that provider.
Hide Page Info
Select button
Add
Excel
Word
Print
Advanced Search
Click on any column heading to sort
Event Title
Event Description
Event Date(s)
Select
Idaho KPS Online Training
Online Training
08/07/2014
1

(This is a sample screenshot displaying the Events Manager Listing Page.)

Deleting an Event

1. Click **Administrative** from the main menu.
2. Click **Events Manager** from the submenu.
3. Click the Select (**Select**) button next to the event you wish to edit.
4. The Event will appear in the edit mode.
5. Click the **Delete** button.
6. Click OK when asked "Are you sure?". If you do not want to delete the event, click Cancel.

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